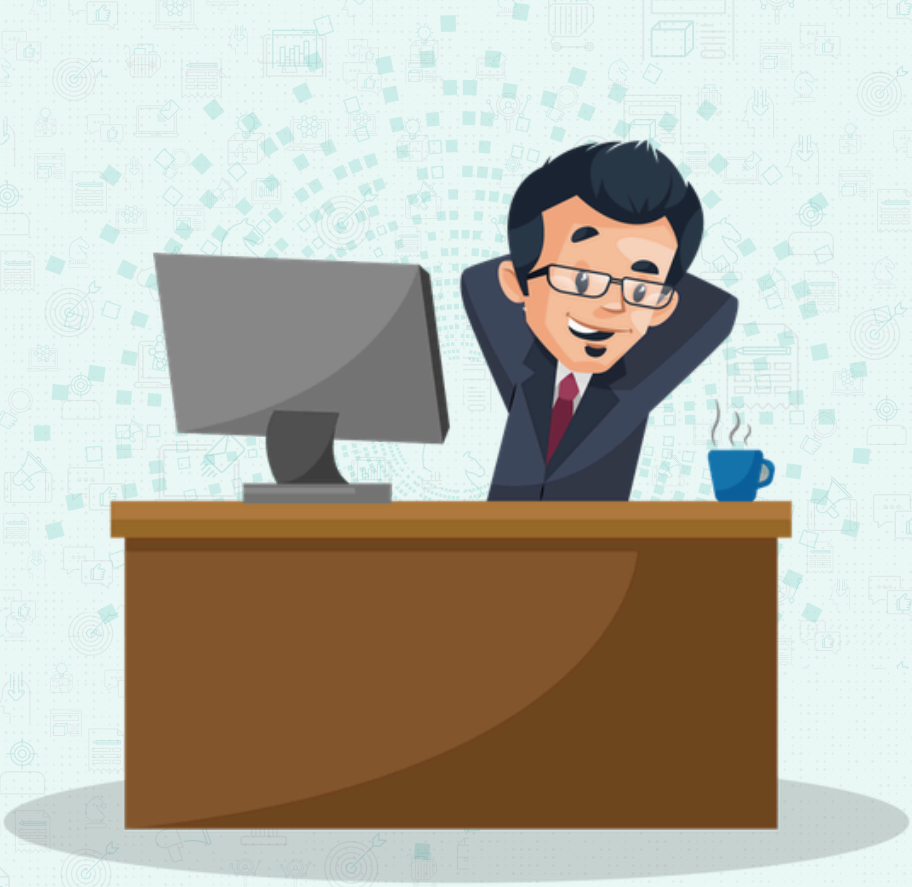
CA CloudDesk®

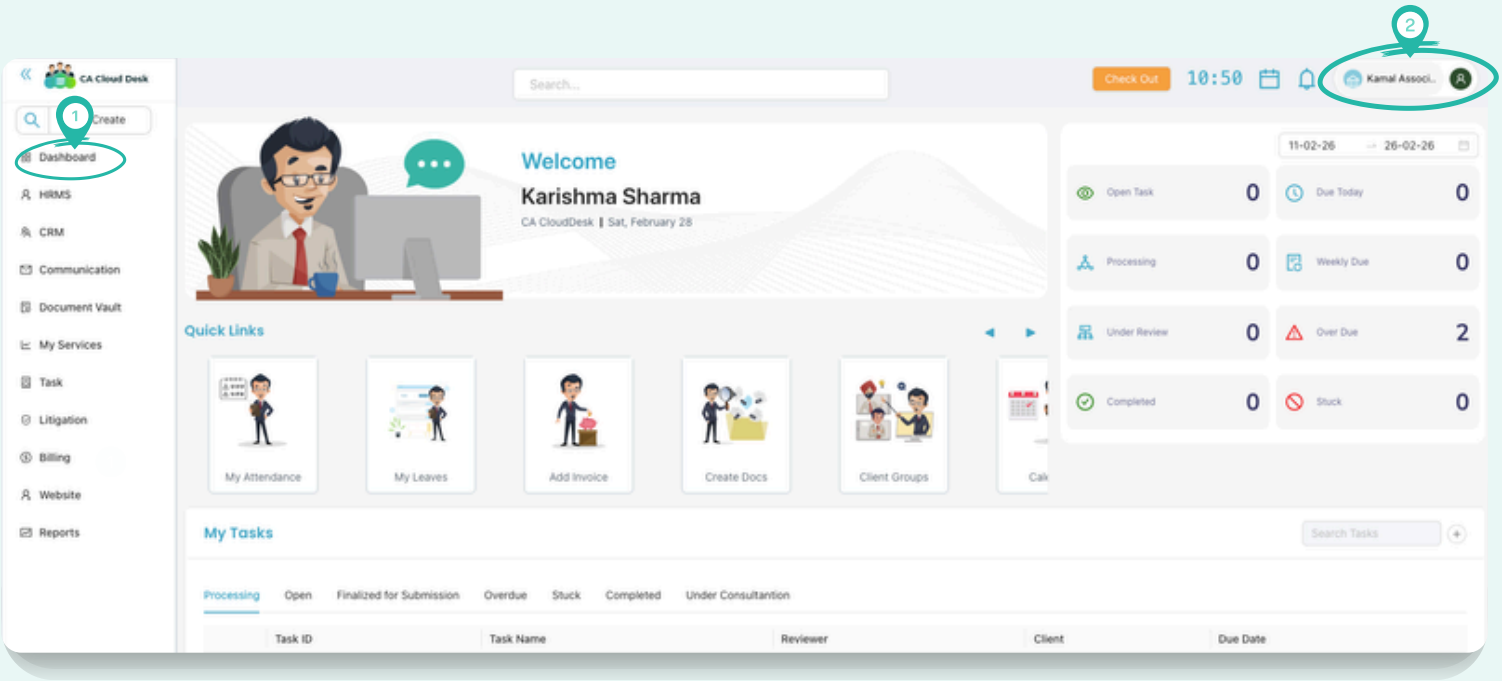
HRMS Leave

CA CloudDesk



Step 1: Go to Dashboard,Select profile settings.

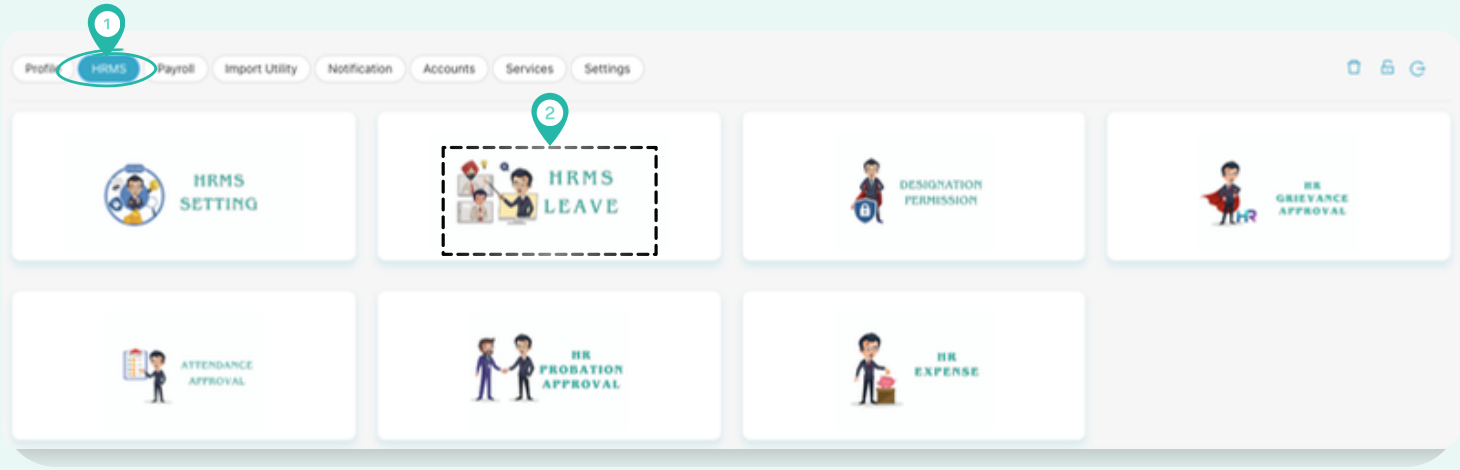
From the left navigation, click Dashboard .In the top-right corner, click your profile name or the person icon. From the menu, select Profile settings.



1. Click on Dashboard.
2. Click on Profile Setting.

Step 2: From profile settings, select HRMS.

In profile settings, click HRMS in the top navigation and then select HRMS Leave tab.

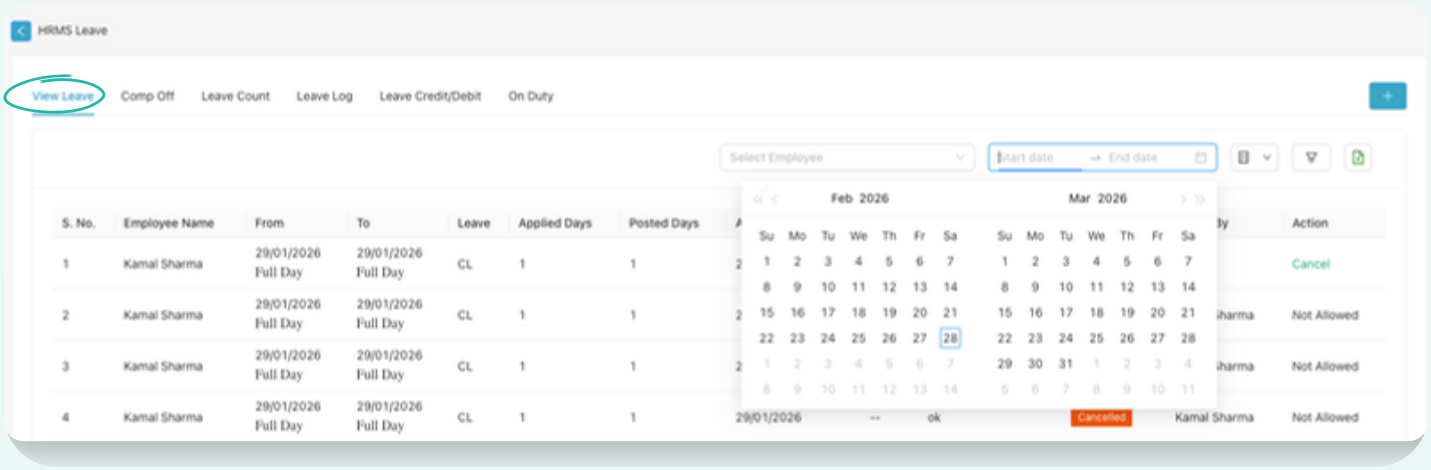


1. Click on My Leave.
2. Click on Apply Leave (+).

Step 3: Open HRMS Leave.

Click the HRMS LEAVE card. The HRMS Leave module opens with six tabs: View Leave, Comp Off, Leave Count, Leave Log, Leave Credit/Debit, and On Duty.

a.) View Leave.



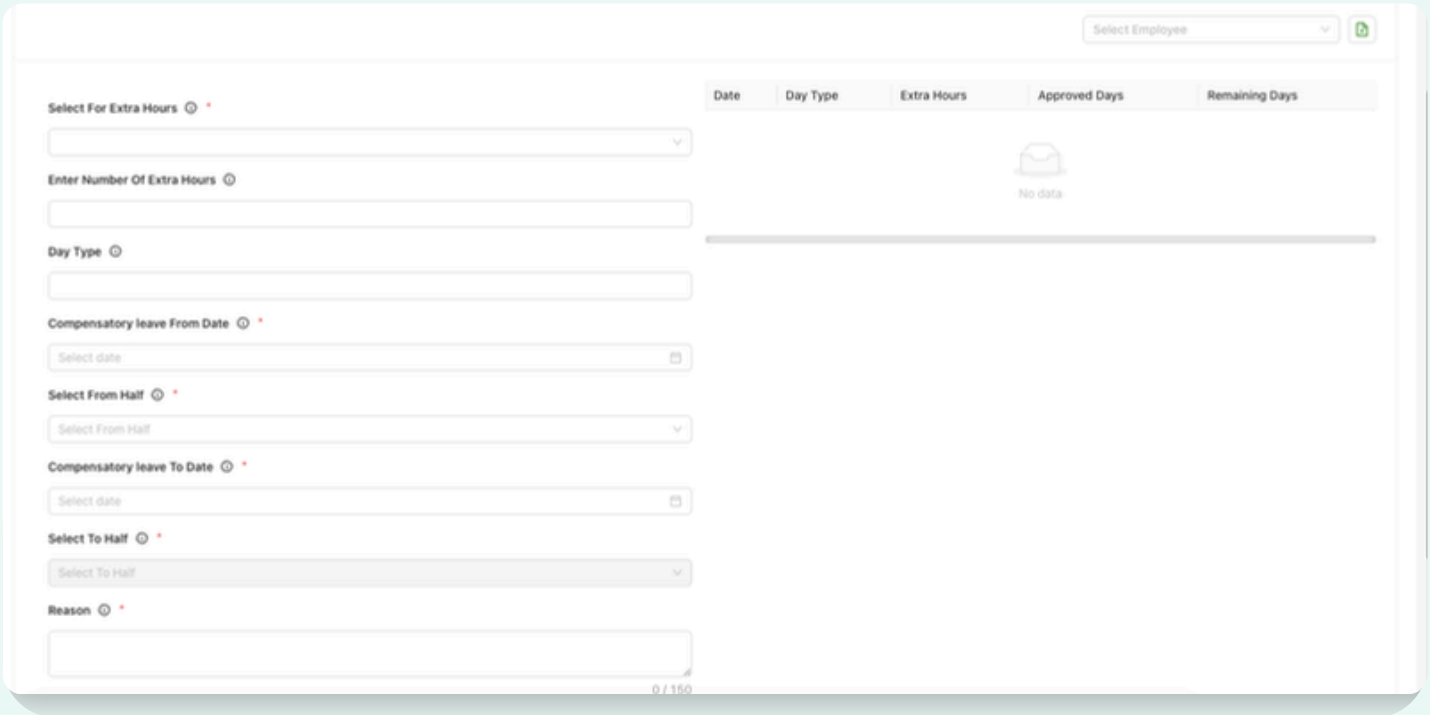
Use the View Leave tab to see leave records for any employee. Filter by employee (dropdown), and by Start date and End date. Use the blue + button to add leave. The table columns are:

Column	Description
S. No.	Serial
Employee	Name of the
From	Leave start
To	Leave end
Leave	Leave type
Applied	Number of
Posted Days	Days
Application	Date of
Proof	Attached
Remark	Remarks
Status	e.g.
Action By	Who took
Action	Link to

b.) Comp Off

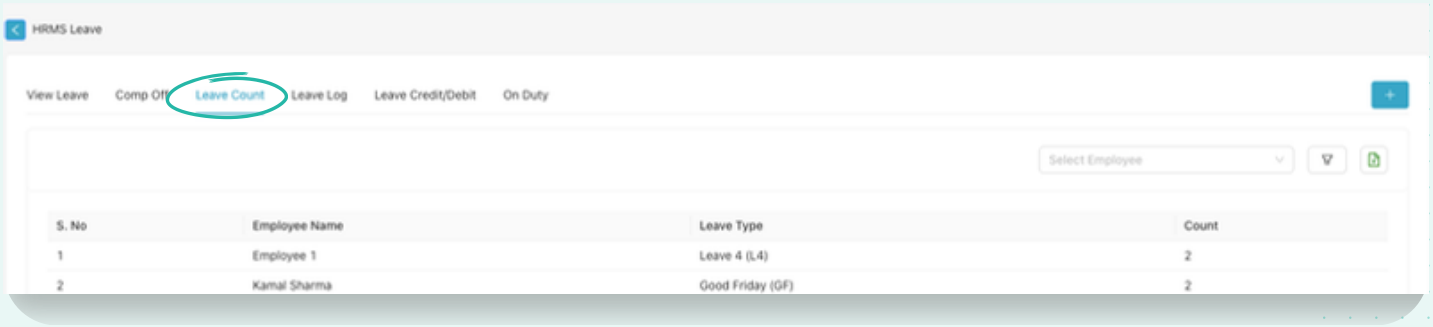
The Comp Off tab is for compensatory leave. Use Select Employee at the top right to choose an employee. On the left, fill the compensatory leave form; on the right, a table shows records (Date, Day Type, Extra Hours, Approved Days, Remaining Days). Form fields:

- Select For Extra Hours * (required)
- Enter Number Of Extra Hours
- Day Type
- Compensatory leave From Date *
- Select From Half * (e.g. First Half, Second Half, Full Day)
- Compensatory leave To Date *
- Select To Half *
- Reason * (max 150 characters)



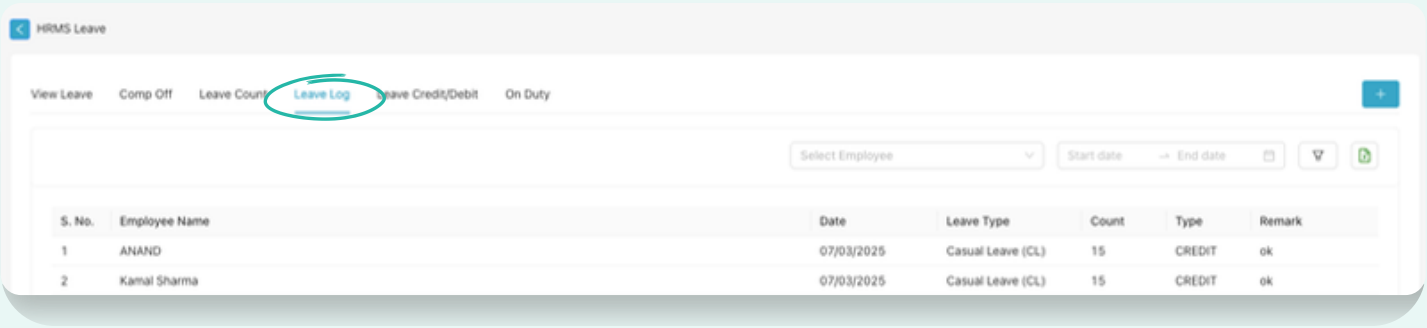
c.) Leave Count

Use Leave Count to see leave balances per employee and leave type. Filter by Select Employee; use the + button, filter icon, and export icon as needed. Table columns:



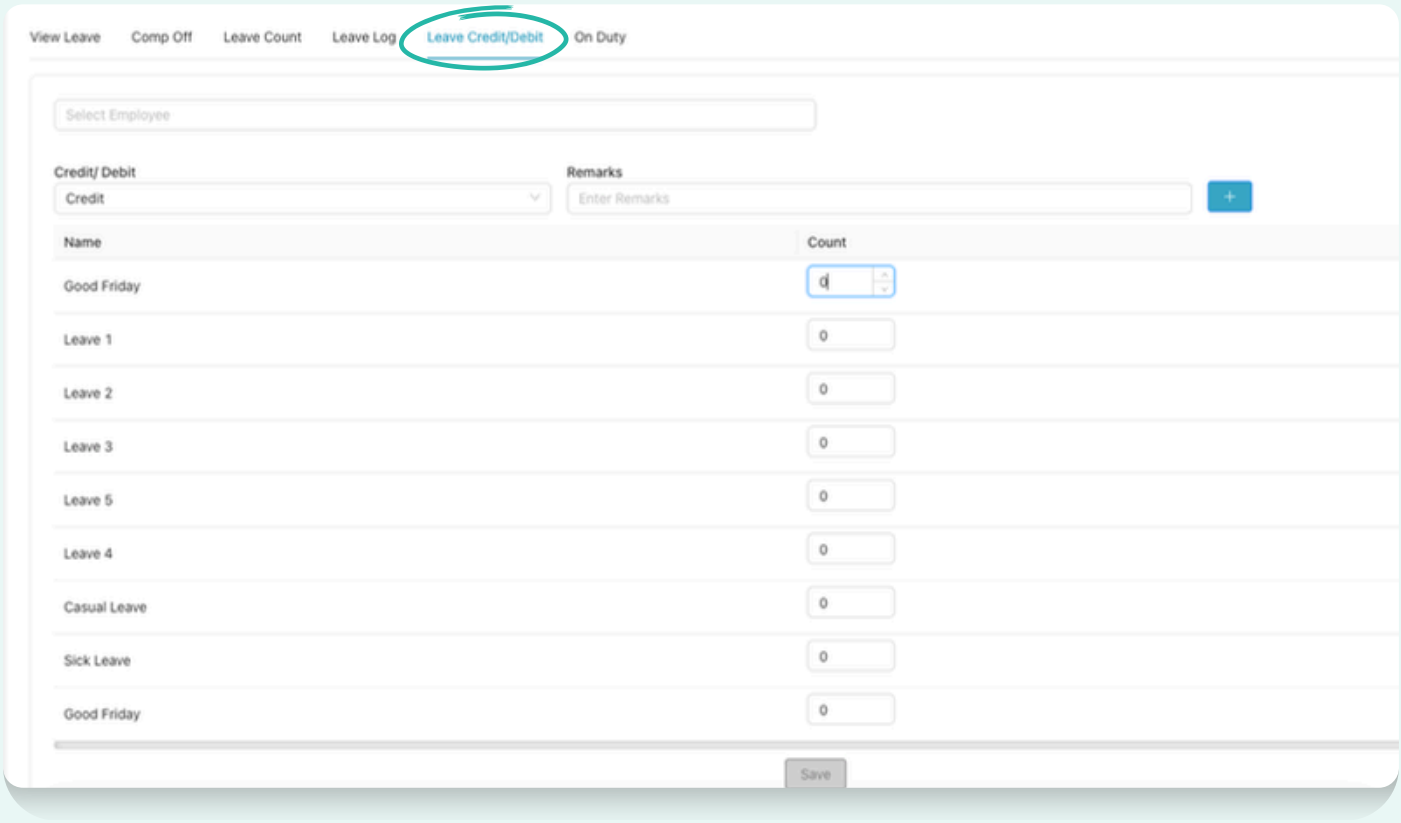
d.) Leave Log

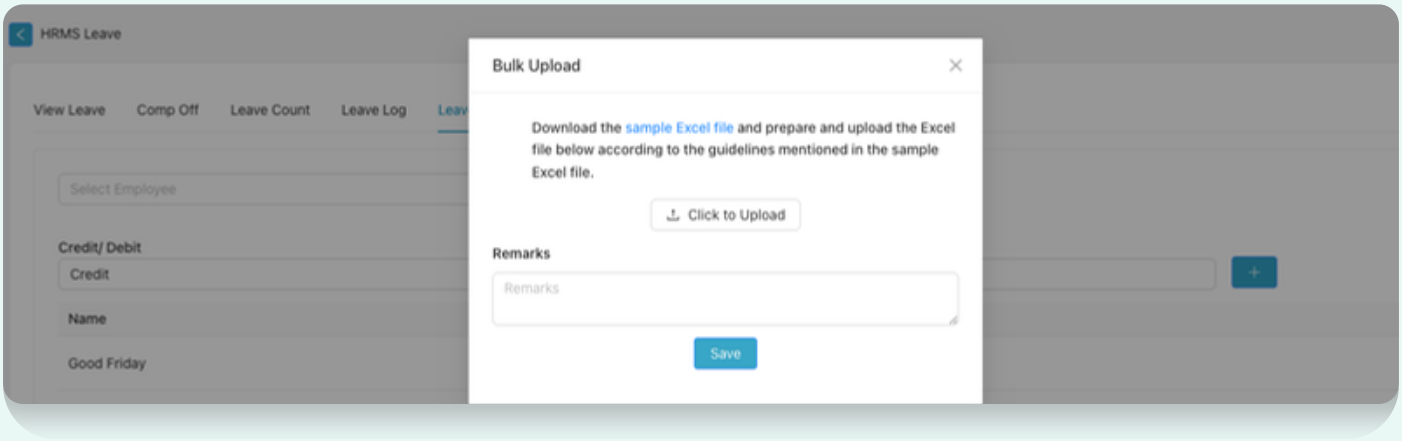
The Leave Log tab shows a log of leave transactions. Filter by Select Employee, Start date, and End date; use the export (e.g. Excel) icon to download. Table columns:



e.) Leave Credit/Debit

- Use Leave Credit/Debit to credit or debit leave for an employee.
- Select the employee, choose Credit or Debit, add Remarks, then enter the Count for each leave type (Good Friday, Leave 1–5, Casual Leave, Sick Leave, etc.).
- Click Save to apply.

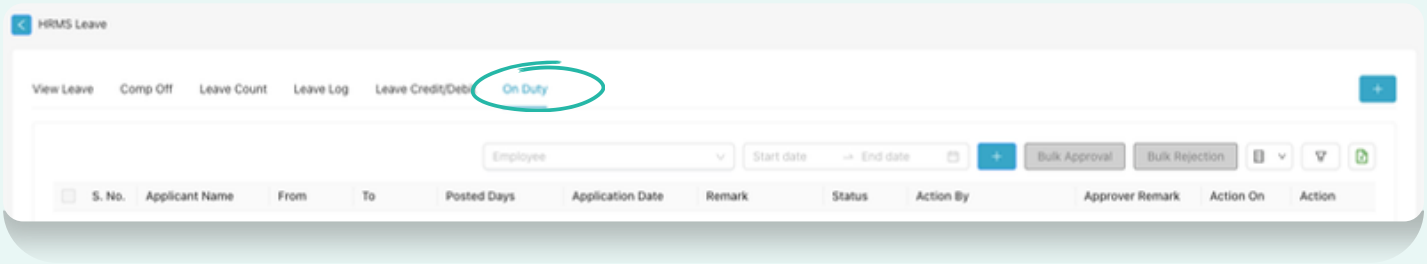




f.) On Duty.

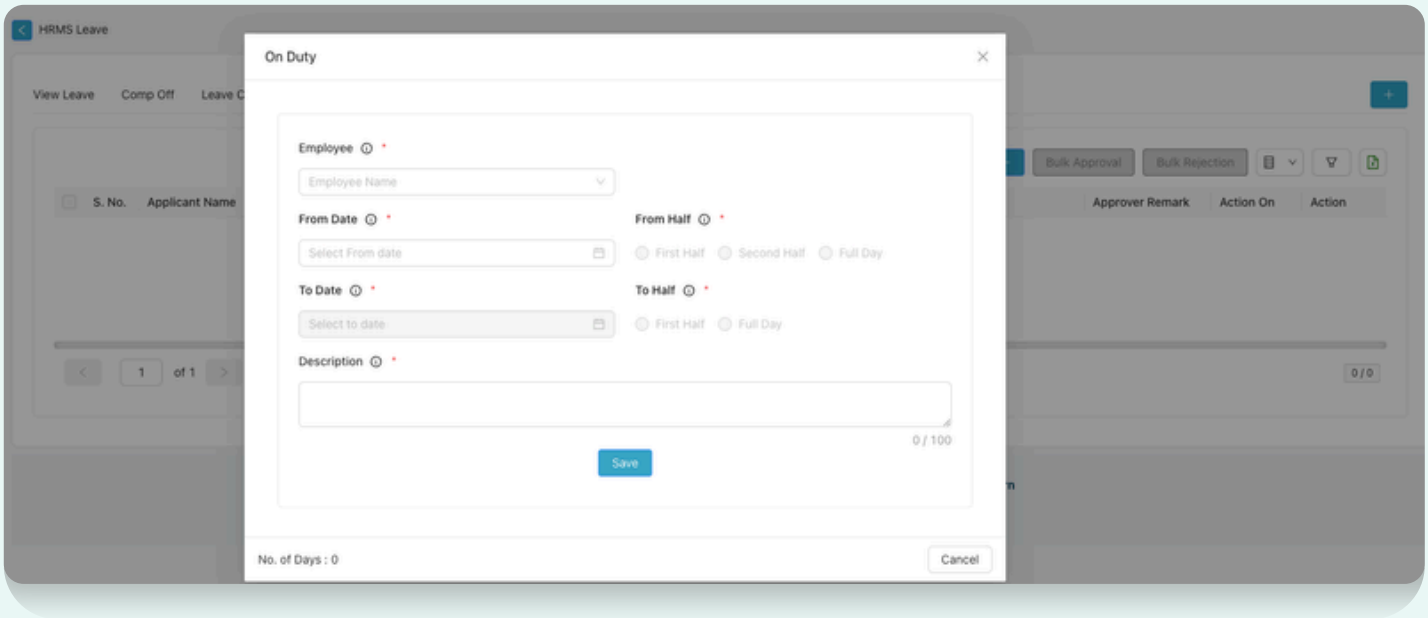
The On Duty tab lists on-duty applications. Filter by Employee, Start date, and End date.

Use the blue + (Apply On Duty) to add an application; use Bulk Approval or Bulk Rejection for multiple records.



Apply On Duty form: When you click the + (Apply On Duty) button, an On Duty pop-up opens. Fill all required fields (marked *), then click Save or Cancel to close.

- Employee * - Select employee name from the dropdown.
- From Date * - Select the start date (calendar icon).
- From Half * - Choose First Half, Second Half, or Full Day.
- To Date * - Select the end date (calendar icon).
- To Half * - Choose First Half or Full Day.
- Description * - Enter a short description (max 100 characters; counter shown as 0/100).

The form shows No. of Days at the bottom (calculated from the dates).

Click Save to submit the on-duty application or Cancel to close without saving.