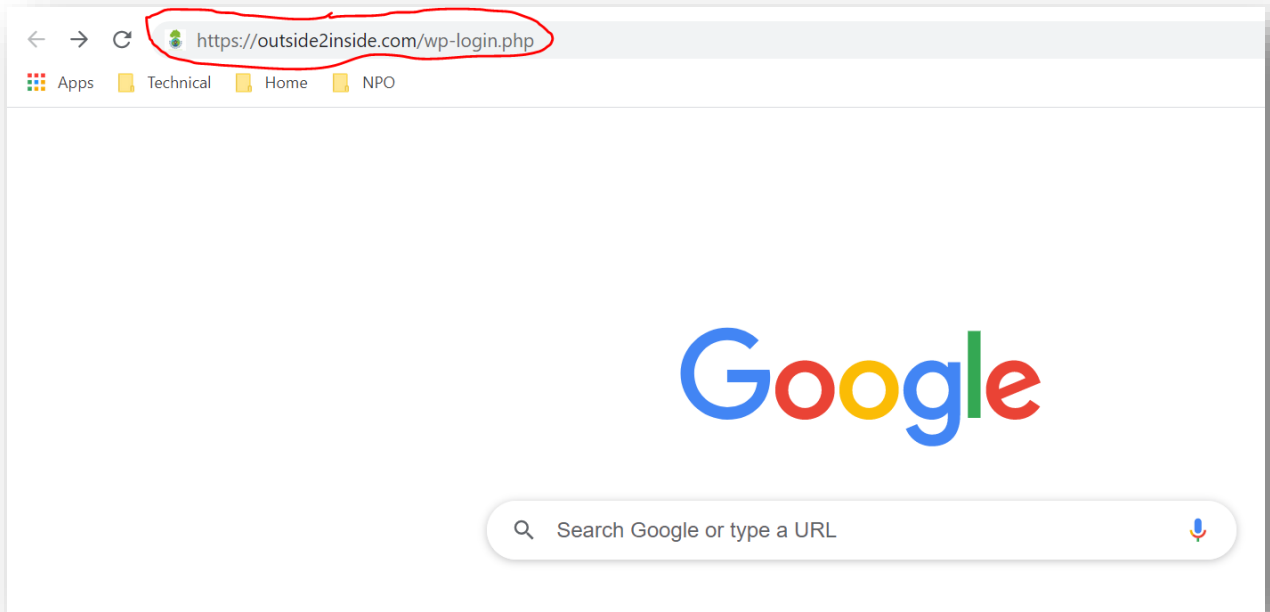


Leave Management System Access

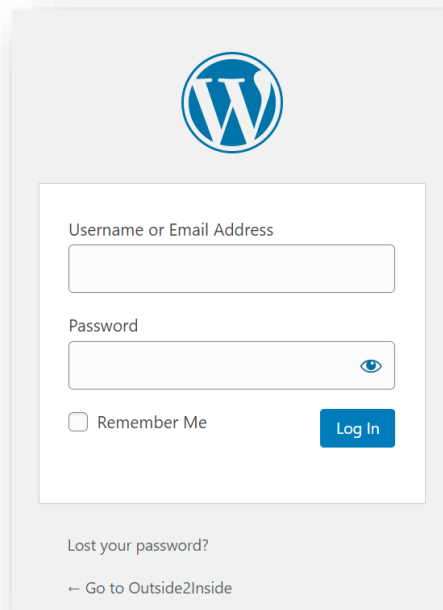
Step 1

Enter the URL <https://outside2inside.com/wp-login.php> in your browser window.



Step 2

Enter your personal email id and the O2I password provided in the login page and click "Log In".

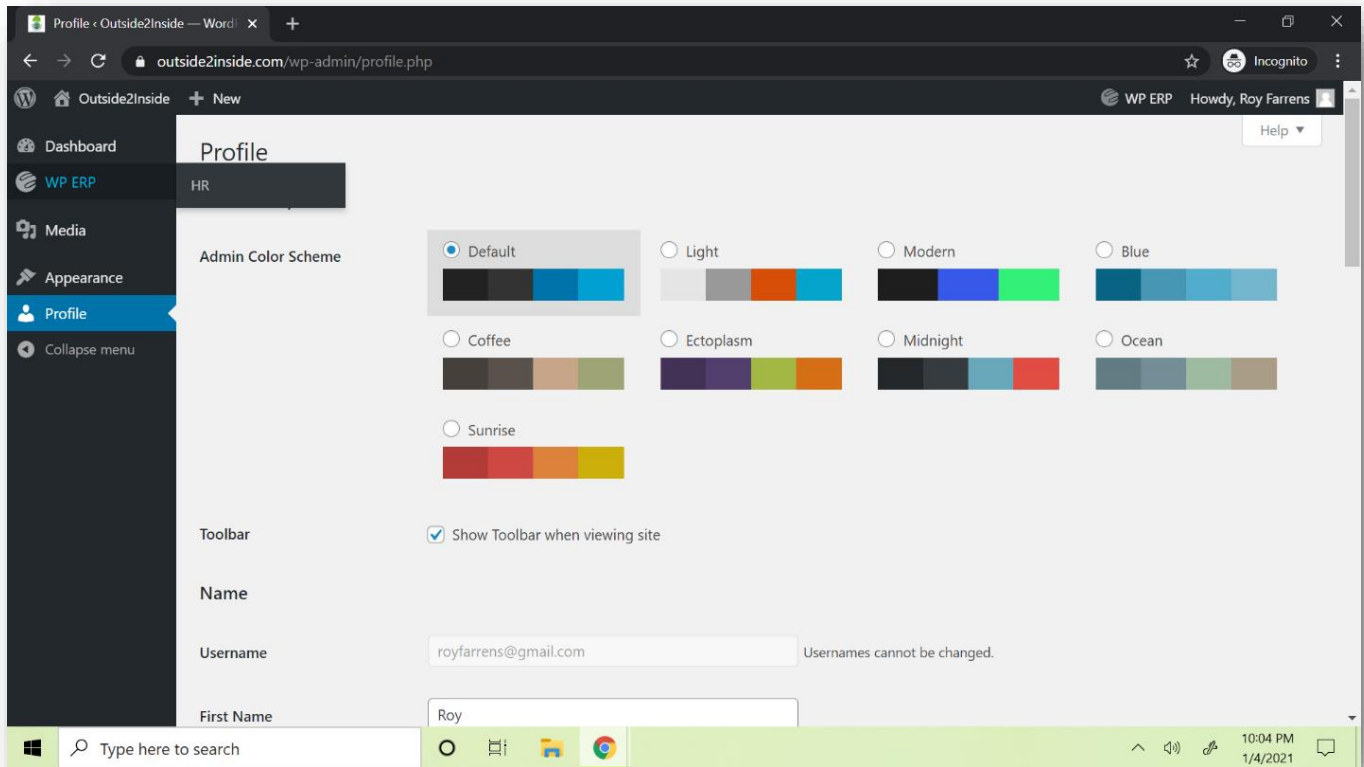


Step 3

Once logged-in, you will see the page below.

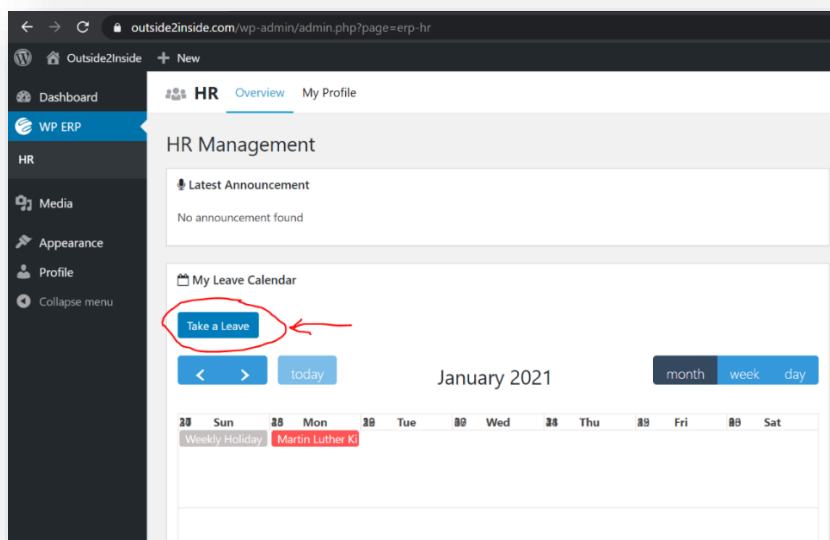
In that page click the "WP ERP" option on the left.

When you click on it, you will see the "HR" option. Select the "HR" option.



Step 4

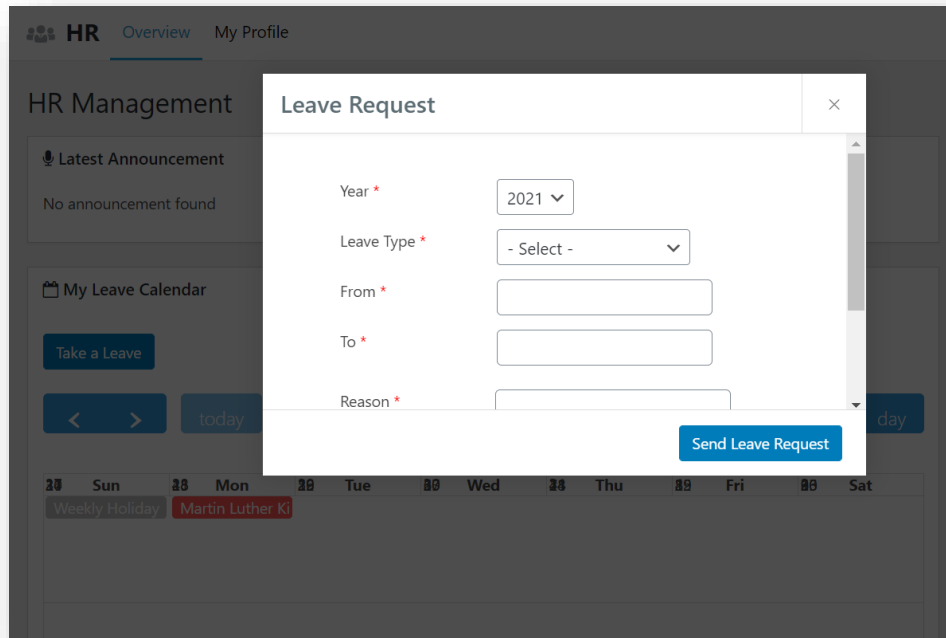
If you want to schedule a leave (take a volunteer time-off or vacation), click on "Take a Leave" button and follow the instructions.



Step 5

Enter the required information:

- Year: Select the appropriate year you like to take vacation/time-off
- Leave Type: Sick Leave/Emergency/Volunteer time-off
- From: Date you will be starting the vacation/time-off
- To: Date you will be ending the vacation/time-off
- Reason: Kindly provide detailed reasoning for the vacation/time-off
- Click on "Send Leave Request".



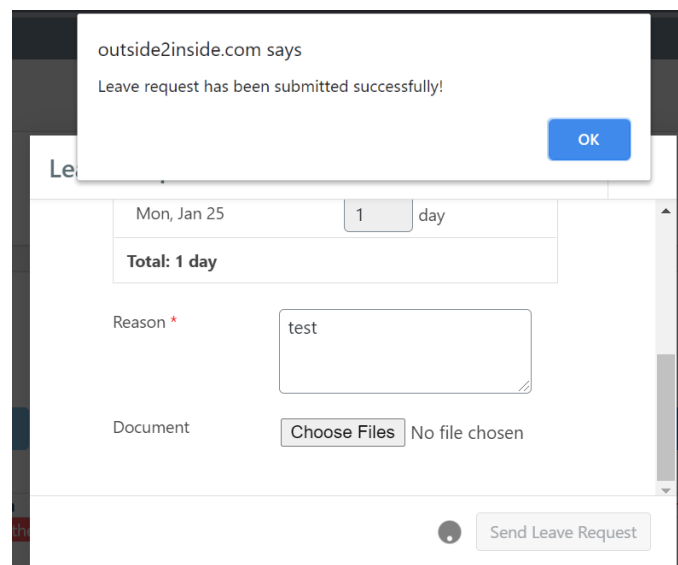
The screenshot shows the HR Management interface with a 'Leave Request' popup form. The form fields are:

- Year: 2021 (dropdown)
- Leave Type: - Select - (dropdown)
- From: (empty text input)
- To: (empty text input)
- Reason: (empty text input)

A 'Send Leave Request' button is located at the bottom right of the form. The background shows a calendar with a 'Weekly Holiday' on Monday, Jan 25, labeled 'Martin Luther Ki'.

Step 6

Click on the "OK" button in the popup window.



The screenshot shows the HR Management interface with a 'Leave Request' popup form. The form fields are:

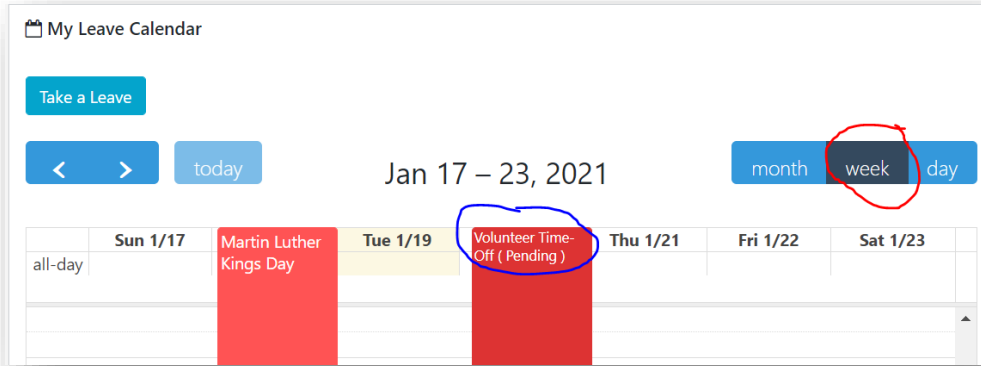
- Year: 2021 (dropdown)
- Leave Type: - Select - (dropdown)
- From: Mon, Jan 25
- To: 1 day
- Total: 1 day
- Reason: test
- Document: Choose Files No file chosen

A success message popup is displayed: "outside2inside.com says Leave request has been submitted successfully!". An 'OK' button is located at the bottom right of the success message. A 'Send Leave Request' button is located at the bottom right of the form.

- This will trigger an email request to O2I Board.
- O2I Board will either approve or not approve the leave request.

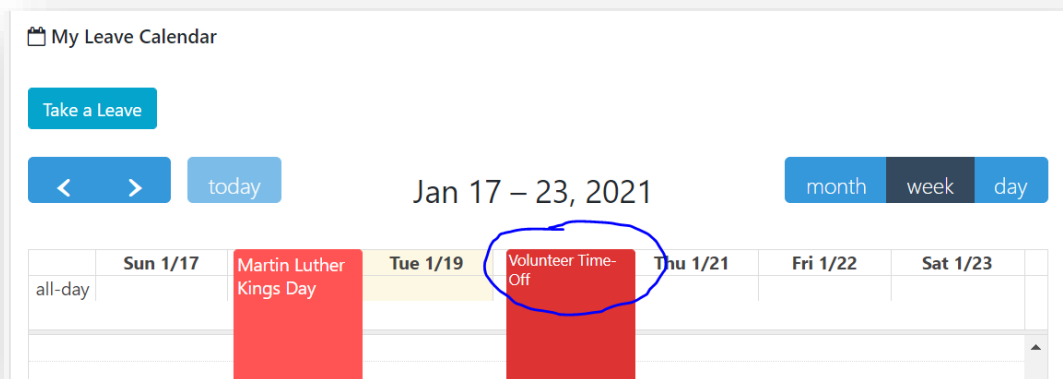
Step 7

- Volunteer may check the status on the approval process in the Leave Management System by clicking on the “week” view.

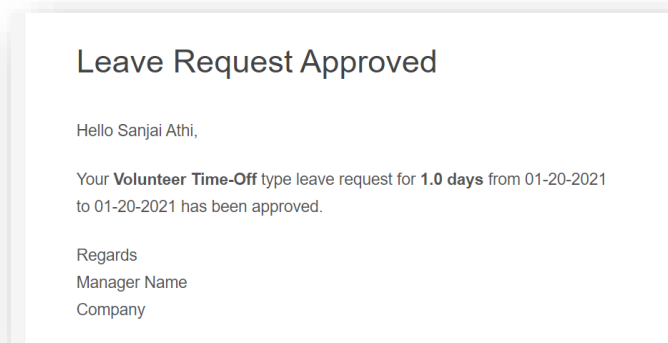


Step 8

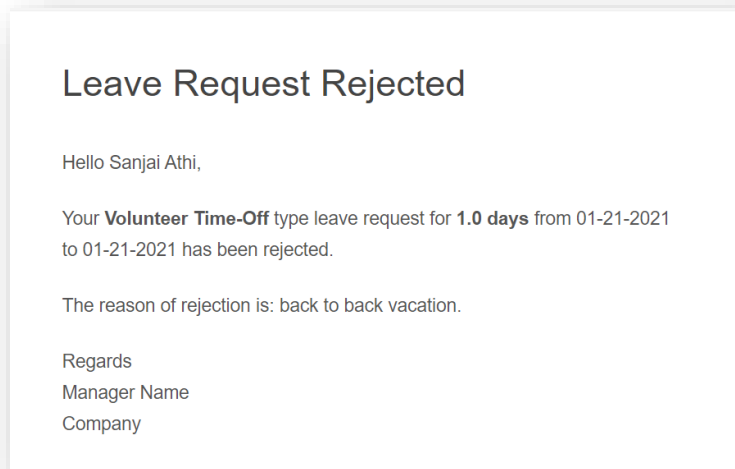
- For an approved leave request, the Volunteer sees the following in the Leave Management System.



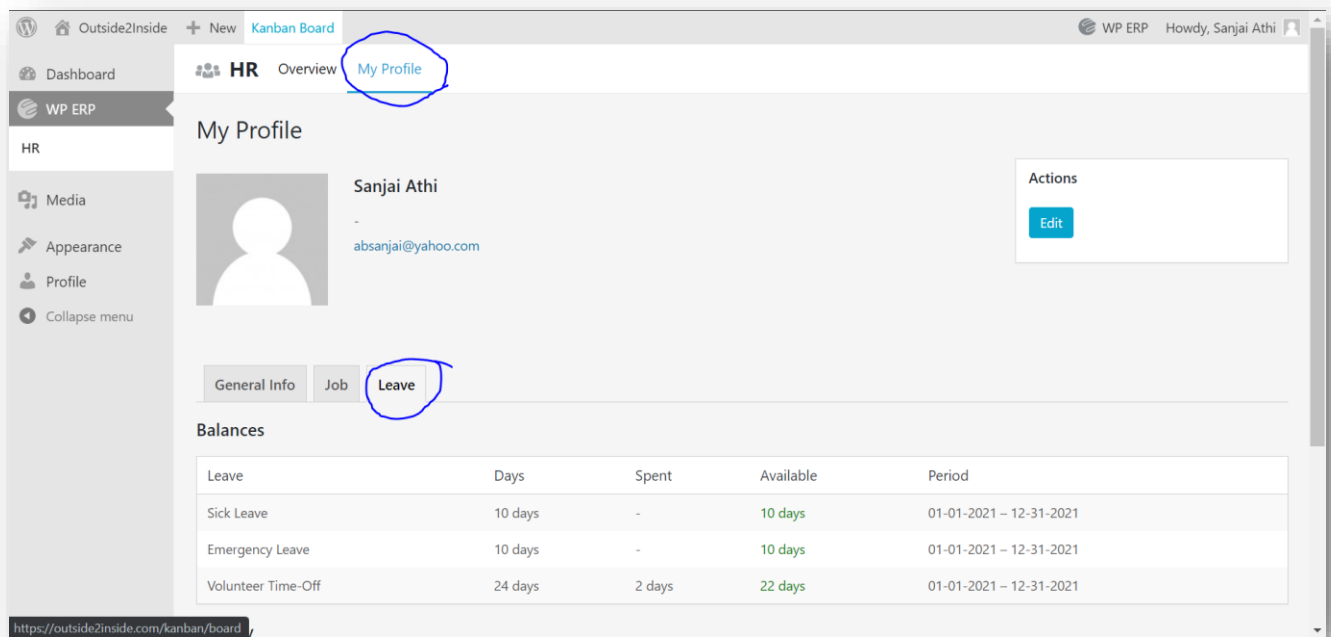
- The Volunteer also receives a leave approval email. The Volunteer’s email id found in the WordPress profile receives a leave approval email.



- A Volunteer also receives an email if the leave request that is not approved.
- Such rejected leave request is not shown in the calendar found in the Leave Management System.



- Volunteer may alternatively check the leave application and status by navigating to “My Profile” -> “Leave”



- Check the “History” for a complete view of the leave application.

General Info Job Leave

Balances

Leave	Days	Spent	Available	Period
Sick Leave	10 days	-	10 days	01-01-2021 – 12-31-2021
Emergency Leave	10 days	-	10 days	01-01-2021 – 12-31-2021
Volunteer Time-Off	24 days	2 days	22 days	01-01-2021 – 12-31-2021

History

2021 All Status All Policy Filter

Date	Policy	Description	Request	Status
Jan 25	Volunteer Time-Off	test	1 days	Approved
Jan 21	Volunteer Time-Off	Test	1 days	Rejected
Jan 20	Volunteer Time-Off	Test	1 days	Approved

Reference Material

Refer the following sections from [Volunteer Handbook](#).

- Attendance and Time
- Leave of Absence
- Volunteer Time-off Policy
- Holidays observed by O2I

Excerpts from Volunteer Handbook

To avail the volunteer time-off, sick leave, and emergency leave, the volunteer needs to send the request to the O2I board via the leave management system at least two weeks prior to taking time off. Upon receiving the approval from the O2I board, the volunteer becomes eligible to take the time off.

The following video link has both admin and user level views and instructions.

<https://wperp.com/72255/wperp-employee-leave-management-system/>