

# Request leave on RollCall

You can follow the YouTube video link below

<https://www.youtube.com/watch?v=zlRTwgUIAYA&list=PLO0wsdVAGuMUiK50abKsMA6mGjV0orxyx&index=4>

Or follow these simple steps to request leave on rollcall.

Click on “Leave Requisition” as shown below

The screenshot shows the RollCall dashboard interface. On the left sidebar, the 'Leave Requisition' menu item is highlighted with a red box. A yellow arrow points from this menu item towards the main dashboard area. The dashboard displays various leave balances: Sabbatical Leave (0/0), Quarantine Leave (0/0), Maternity Leave (0/0), Privilege Leave (0/8), COMP OFF (0/0), and Sick Leave (0/10). There is also a 'Casual Leave' balance of 0/8. On the right, there are sections for 'Today's/Upcoming Events' and 'Attendance for January 2017' with a pie chart showing: Present: 19/31, Absent: 0/31, Late: 2/31, Leave: 0/31, Weekoff: 1/31.

Click on Request leave

The screenshot shows the 'Leave Requisition' page in the RollCall system. The 'Request Leave' button is highlighted with a red box, and a yellow arrow points to it. Below the button is a table of leave applications. The table has columns for Application Name, Application Date, Leave Type, From, To, Reason Of Leaving, Approval Count, and Status. Two applications are listed for Snobbin Jacob on 21/01/2017, one with a status of 'Pending' and one with a status of 'Disapproved'. There is also an 'Upload' button in the top right corner.

Application Name	Application Date	Leave Type	From	To	Reason Of Leaving	Approval Count	Status
Snobbin Jacob	21/01/2017	Casual Leave	23/01/2017	24/01/2017		0	Pending
Snobbin Jacob	21/01/2017	Casual Leave	23/01/2017	25/01/2017		1	Disapproved

Fill in the details of your leave requests with appropriate comments and submit it.

Application Date: 20/02/2017

Applicant Name: Snobbin Jacob

Leave Type: SELECT

From Date: From Date

To Date: To Date

Remark:  Remarks...

Sabbatical Leave	Quarantine Leave	Maternity Leave	Casual Leave	Privilege Leave	COMP OFF	Sick Leave
0/0	0/0	0/0	0/8	0/8	0/0	0/10

And that's it! Your leave request has been sent.

\*Please make sure that the reporting person is assigned and has activated self-service for that account (In case the approvals are assigned to the reporting manager).

For further queries you can contact us on +91 730-347-9777 or chat with us and tell us how we can help you