



HOW TO APPLY FOR LEAVE AND RESUMPTION OF DUTY

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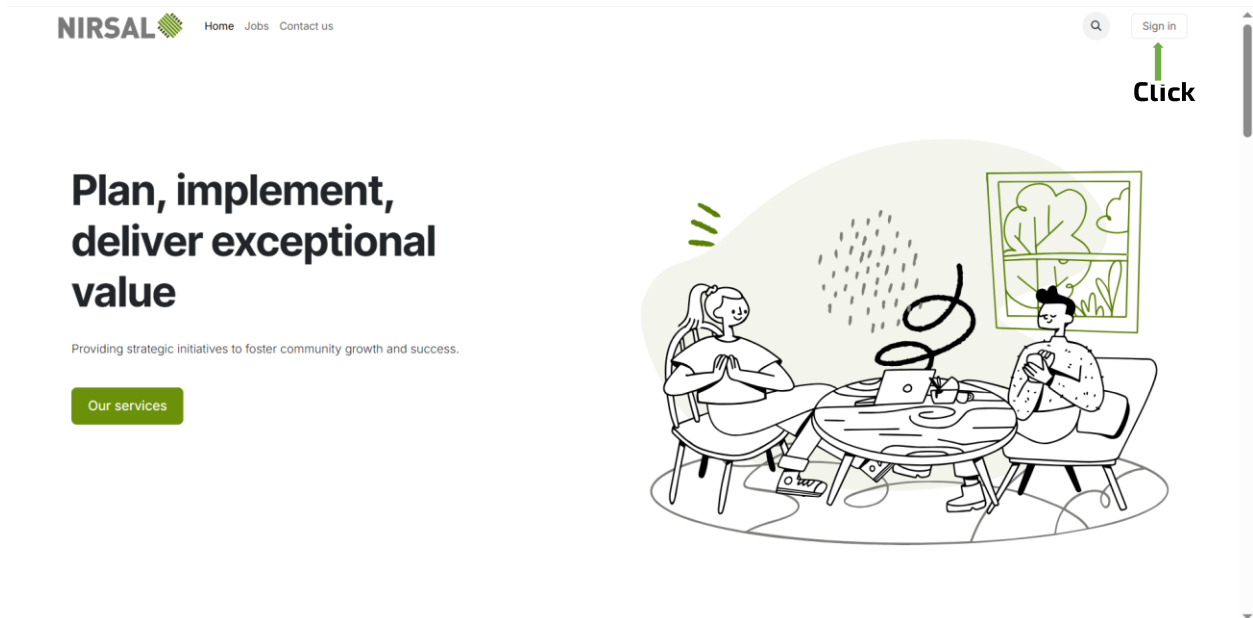
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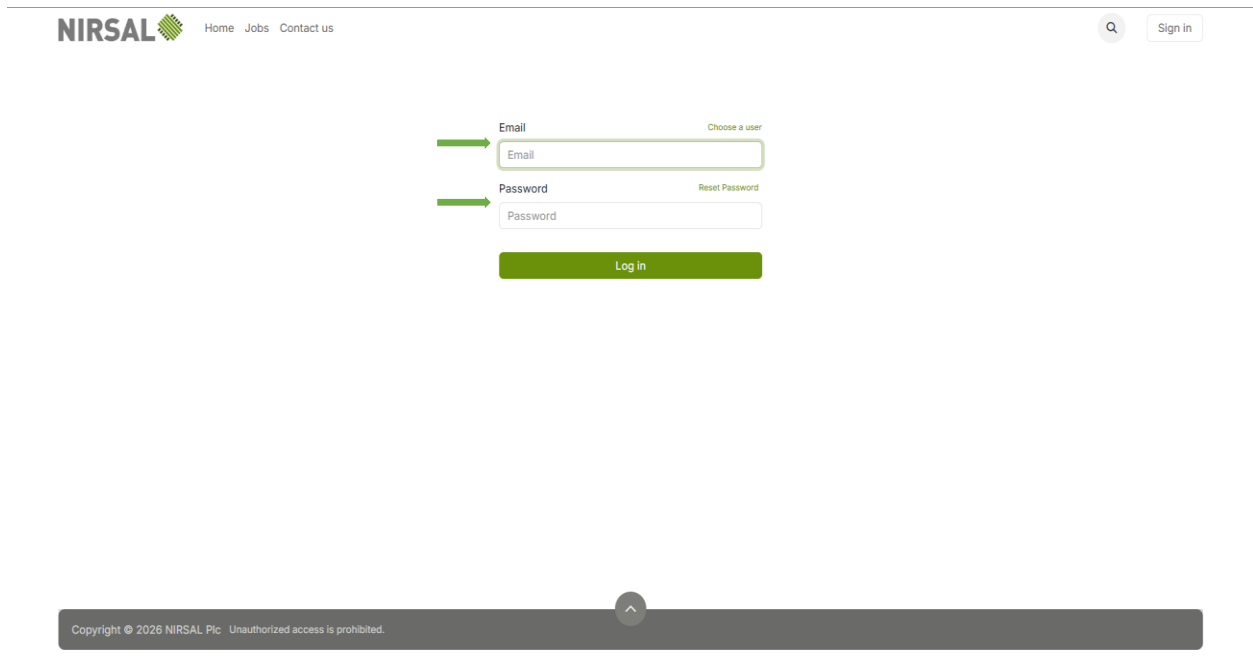
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HOW TO APPLY FOR LEAVE

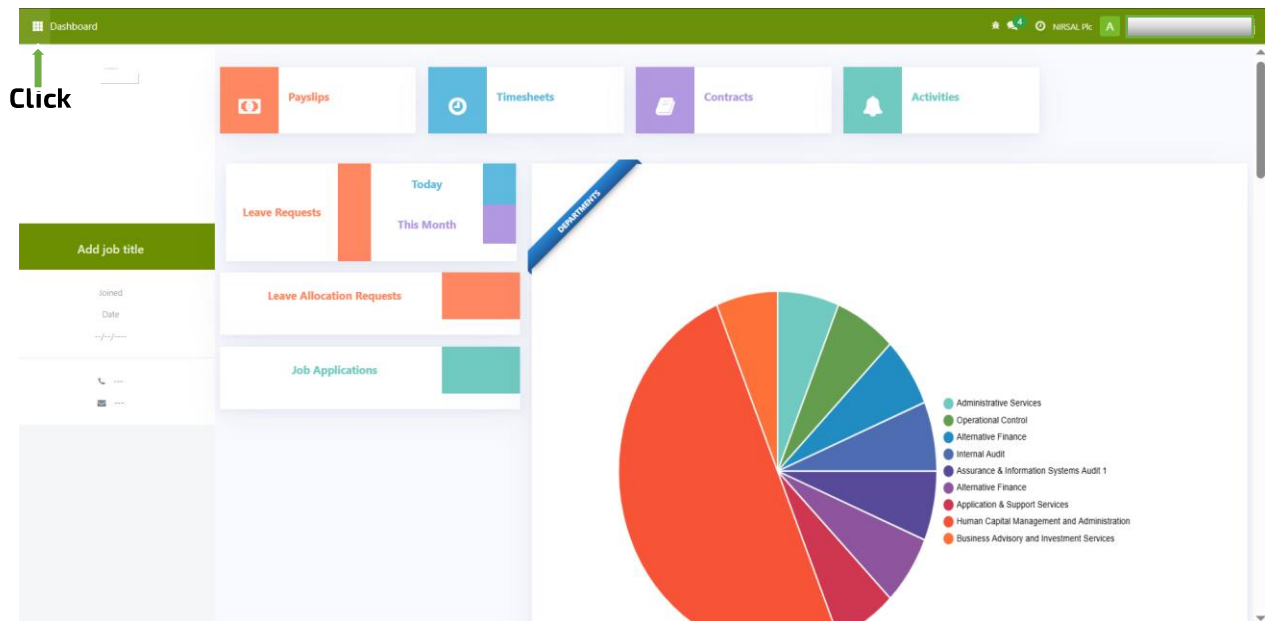
1. Enter the ERP URL (erp.nirsal.com) then click on **Sign in**



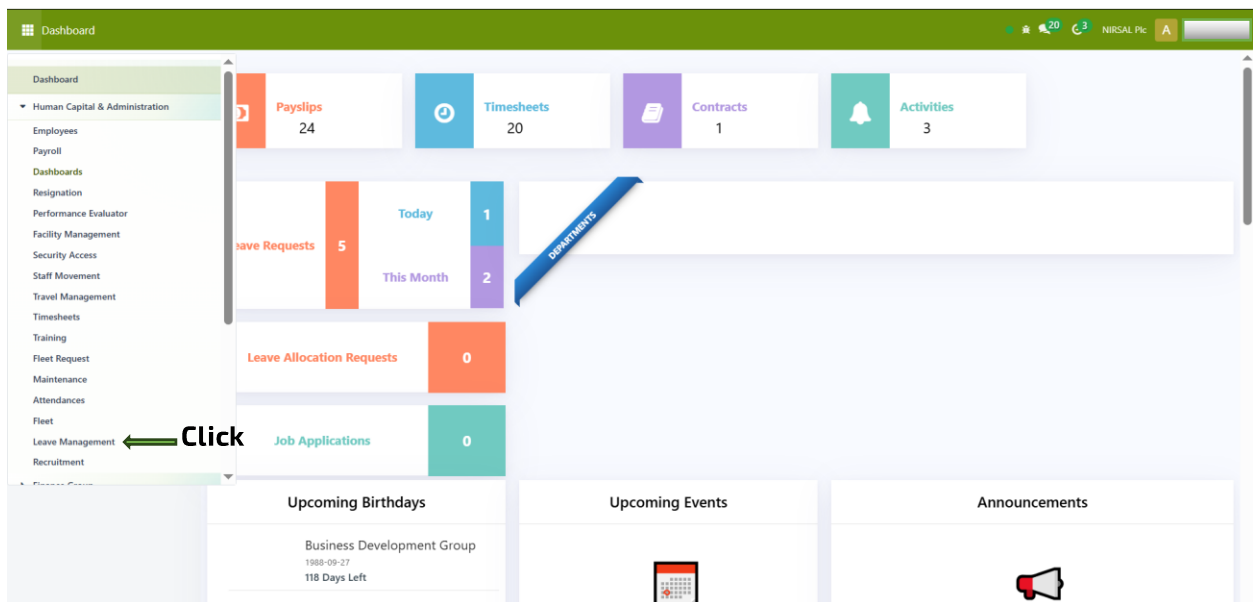
2. Insert email and password, then click on Login/Enter



3. Click on the **Menu icon**  on the top left of the interface



4. Then click on **Human Capital & Administration**, which is a drop-down tab, the click on **Leave Management**



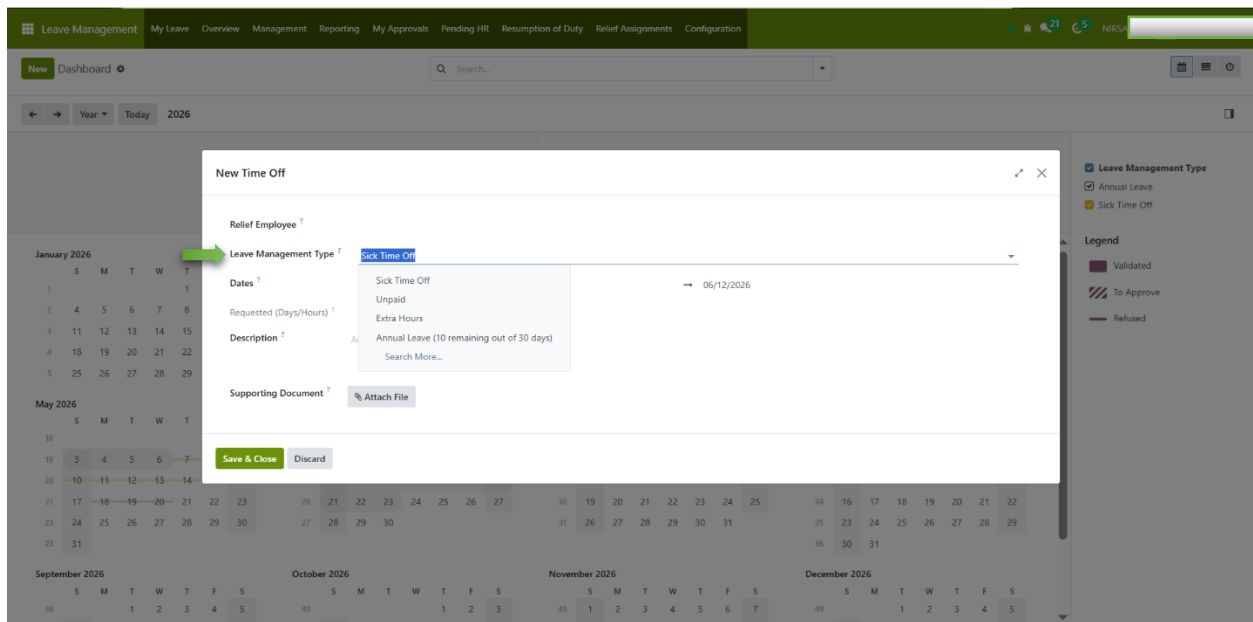
5. Click on the **New** button on the top right of the interface

The screenshot shows the 'Leave Management' dashboard. At the top, there is a navigation bar with tabs: 'Leave Management', 'My Leave', 'Overview', 'Management', 'Reporting', 'My Approvals', 'Pending HR', 'Resumption of Duty', 'Relief Assignments', and 'Configuration'. Below the navigation bar, there is a 'New' button on the left and a search bar on the right. The main content area is divided into two sections: 'Annual Leave' and 'Pending Requests'. The 'Annual Leave' section shows '10 DAYS AVAILABLE' (VALID UNTIL 12/31/2026). The 'Pending Requests' section shows '0 NEW ALLOCATION REQUEST'. Below these sections, there is a calendar view for the year 2026, showing months from January to December. A green arrow points to the 'New' button.

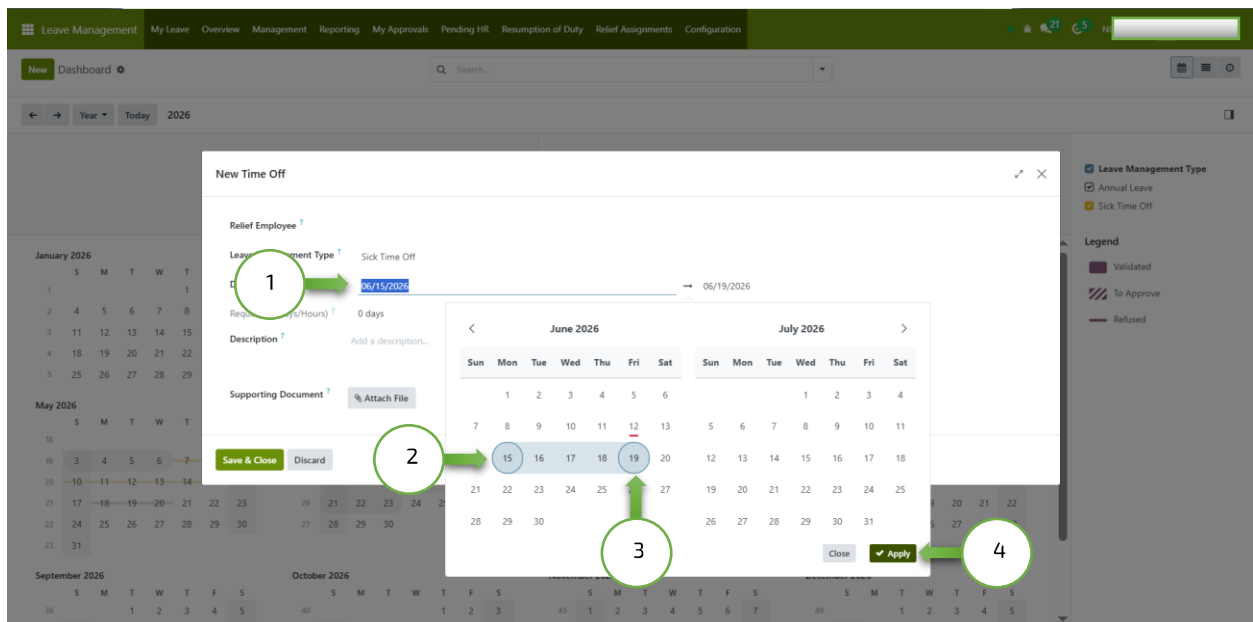
6. Search and select a **Relief Employee** in the field provided

The screenshot shows the 'New Time Off' form. The form has fields for 'Relief Employee', 'Leave Management Type', 'Dates', 'Requested (Days/Hours)', 'Description', and 'Supporting Document'. A dropdown menu is open for the 'Relief Employee' field, showing a list of names: Abba Bello Abdullahi, Abba Muzammil Abubakar, Abdulkareem Fatima Buba, Abdullahi Abbas Ako, Abdullahi Abubakar Abubakar, Abdullahi Ibrahim, Abdullahi Ibrahim Alhaji, and Abdussamad Munawwar. A green arrow points to the dropdown menu.

7. Select the **Leave Type** you wish to apply for



8. Select **Dates** you which to apply for, by selecting the **start** and **end** date, then click on **Apply**.



9. Include a **Description** and attach a **Supporting Document** if needed, then click on **Save & Close**

New Time Off

Relief Employee ? System Admin

Leave Management Type ? Sick Time Off

Dates ? 06/09/2026 → 06/11/2026

Requested (Days/Hours) ? 0 days

Description ? Leave

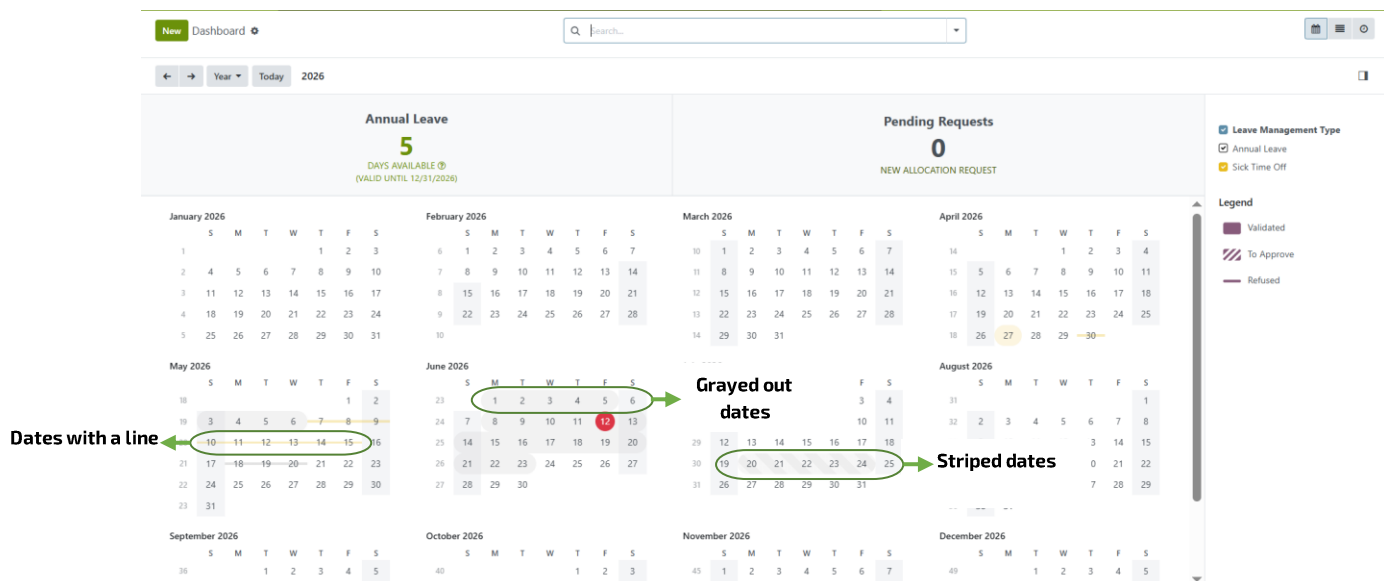
Supporting Document ? [Attach File](#)

Click to attach a document

Click to save

Save & Close **Discard**

10. Available Leaves would be deducted pending the processing of the leave applied for.



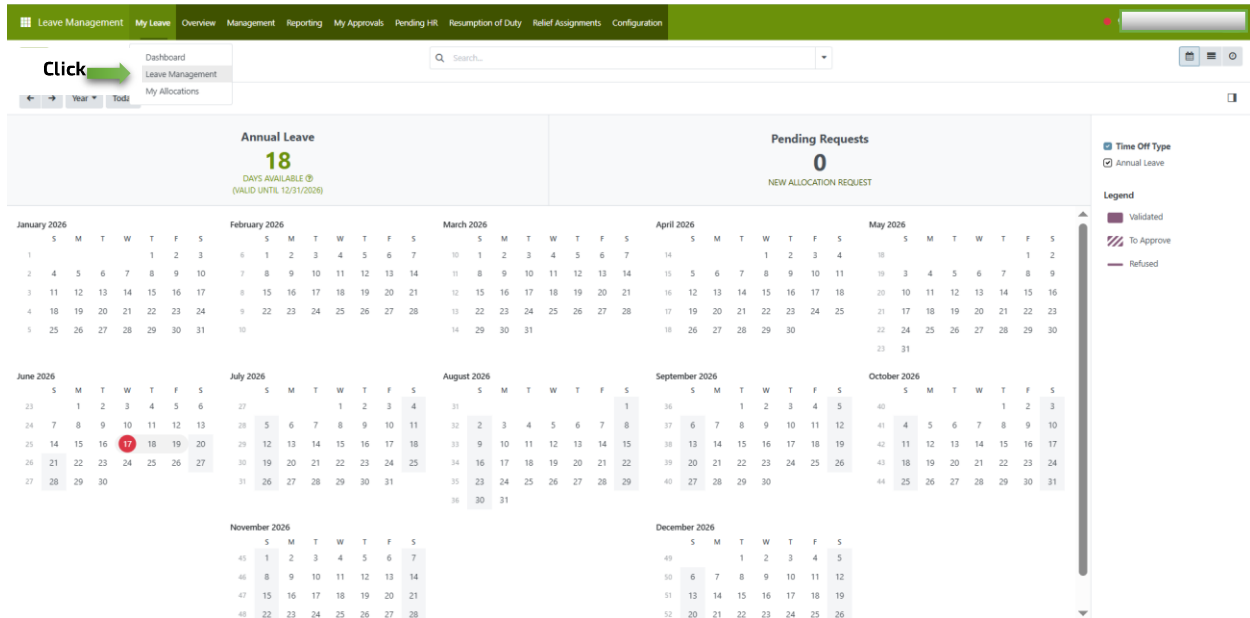
Note: The status of leave applications can be viewed on the **Leave Dashboard Calendar**, where:

- **Dates with a line running across them** indicate **rejected or unapproved** leave requests.
- **Striped dates** indicate **leave requests pending approval**.
- **Grayed-out dates** indicate **approved** leave requests.

Please also note that if your leave is approved, you are required to complete the **Resumption Form** on the day you resume duty.

HOW TO FILL A LEAVE RESUMPTION FORM

1. The **Leave Resumption form** can be found in the **Leave Management** module by going to **My Leave → Leave Management**.



2. Then click on the approved leave.

The screenshot displays the 'My Leave' section of the 'Leave Management' module. At the top, a green navigation bar contains the following tabs: Leave Management, My Leave, Overview, Management, Reporting, My Approvals, Pending HR, Resumption of Duty, Relief Assignments, and Configuration. Below the navigation bar, a sidebar on the left shows a 'Click' button with a green arrow pointing to the 'My Leave' link. The main content area shows a table of leave requests. The table has columns: Time Off Type, Description, Start Date, End Date, Duration, Status, and Relief Employee. The table contains one row for 'June 2026 (1)' with the following details: Annual Leave, 06/17/2026 08:00:00, 06/19/2026 17:00:00, 3 days, Approved, and Relief Employee. A green arrow points to the 'Approved' status.

3. Click on **Resumption Form** button on the top right of the approved request.

The screenshot shows the 'My Leave' section of a system. At the top, there is a navigation bar with tabs: 'Leave Management', 'My Leave', 'Overview', 'Management', 'Reporting', 'My Approvals', 'Pending HR', 'Resumption of Duty', 'Relief Assignments', and 'Configuration'. Below this, a header bar displays 'My Leave / Abba' and 'on Annual Leave: 3 days (06/17/2026 to 06/19/2026)'. The main content area has a tabbed interface with 'Resumption Form' selected. A green arrow points to the 'Resumption Form' tab with the text 'Click'. Below the tabs, there is a form with fields: 'Relief Employee' (Abba), 'Time Off Type' (Annual Leave), 'Leave Allowance Status' (Pending Payroll), 'Leave Allowance Amount', 'Dates' (06/17/2026), 'Requested (Days/Hours)' (3 days), and 'Description'. At the bottom right, there are buttons for 'Send message', 'Log note', and 'Activities'. A status bar at the bottom right shows 'Following'.

4. Select your resumption date then click **Submit**, after which your supervisor would approve.

The screenshot shows the 'My Leave' section with the 'Submit' button highlighted. A green arrow points to the 'Submit' button with the text 'Click'. The main content area has a form with fields: 'Leave' (Abba), 'Employee' (Abba), 'Immediate Supervisor' (Dan), 'Resumption Date' (06/22/2026), and 'Notes'. A calendar overlay is visible, showing the month of June 2026. The date 22 is selected. The calendar shows the following dates: 23, 24, 25, 26, 27. The status bar at the bottom right shows 'Draft', 'Submitted', 'Supervisor Confirmed', and 'Rejected'.