

How to apply comp-off from ESS Portal?

The steps to apply Comp-Off from the ESS Portal:

1. Click on the Menu Icon:



2.Click on Comp-off Option:

aybo	oks	Payroll Specialist Team			
dashboard		Quick links			
profile	s, expense and		4	R	
payslips	on the proofs to			U	
leave history		leaves	expenses	payslips	
expense history					
approvals	My Taxos fr	st the year 🖻			
attendance	House Rent	n tile year 🖂	Tax		
comp-off 🧲	PF, Insurand	e, Mutual Funds, (Chapter VIA)			
reports	Other Incon	ne and Losses	Your Tax Sco	re	

3. Click on the Plus Icon to apply for a new comp- off:

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Comp-Of	ff History	2018 - 2019 👻 View	compoff adjustment				•
Comp-Off Date	# Days	Adjusted Unit	Reason	Status	Expiry Date	Action	Û
Aug 15, 2018	1	1	Independence day	Approved	-	-	
Sep 8, 2018	1	0	Нарру	Approved		Request Payment, Request Leave	
Oct 14, 2018	1	0	worked	Pending	-	-	
Nov 11, 2018	1	0	Worked on sunday	Approved	-	Request Payment, Request	

4. Then enter the date on which the employee have worked for (holiday/weekly off) and select the number of Days given in the dropdown, mention the reason and click on apply.

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Request Comp-Off		
dd-mm-yyyy 1 WORKED DATE SELECT NO. OF DAYS		
Attach File		
apply		

5. The reporting manager has to approve /reject the same in the approvals section of the reporting manager's ESS, and then the employee can request for payment or request leave against the comp off.

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