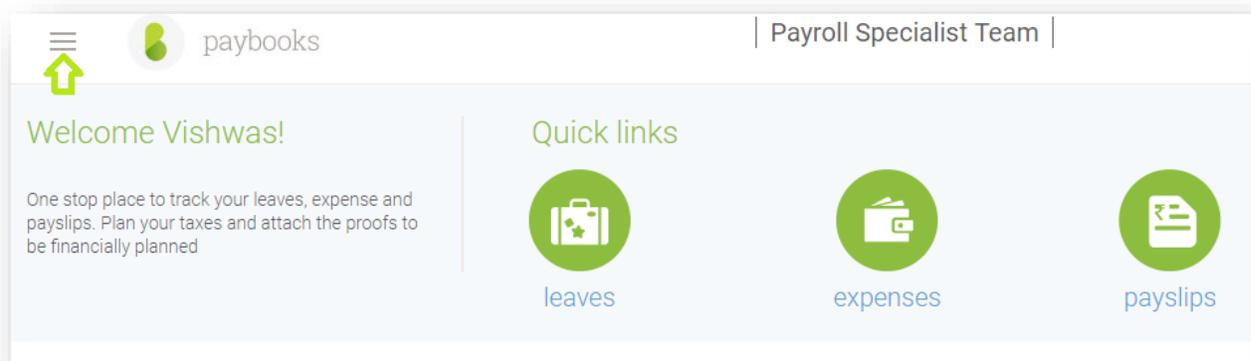




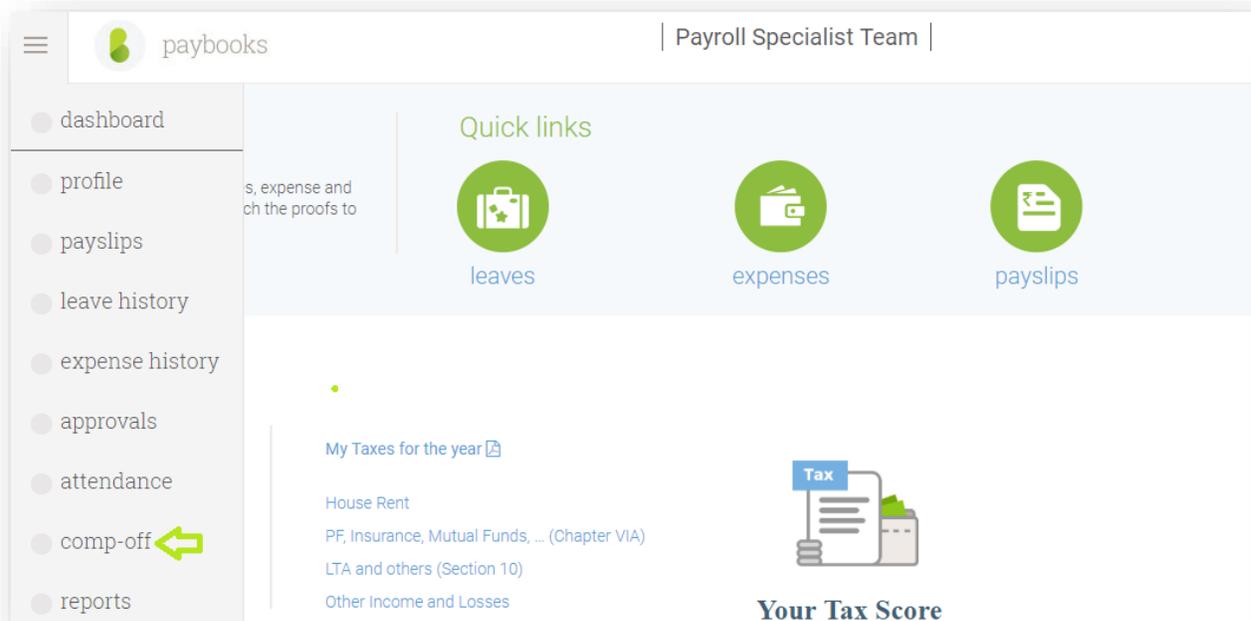
## How to apply comp-off from ESS Portal?

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

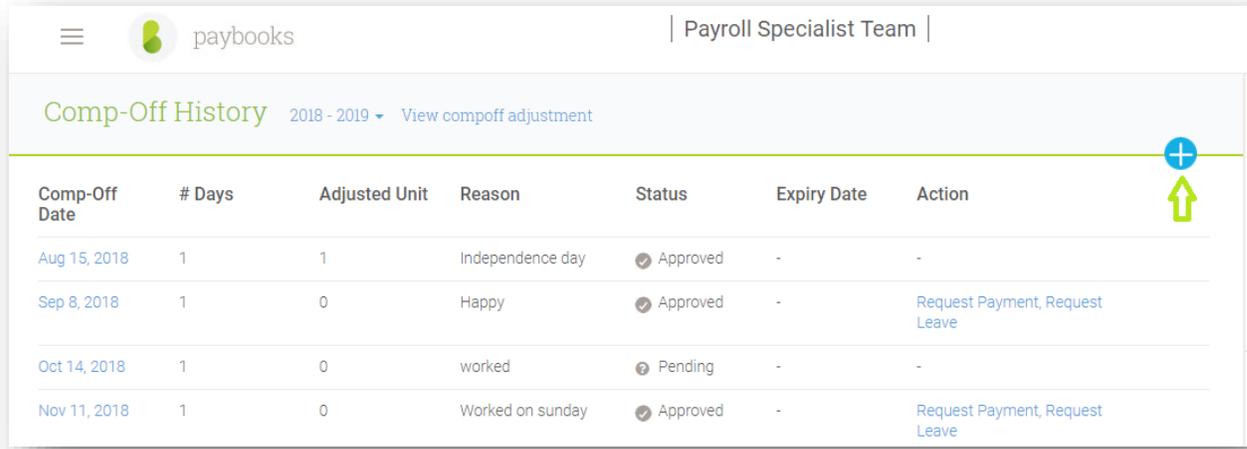
1. Click on the Menu Icon:



2. Click on Comp-off Option:

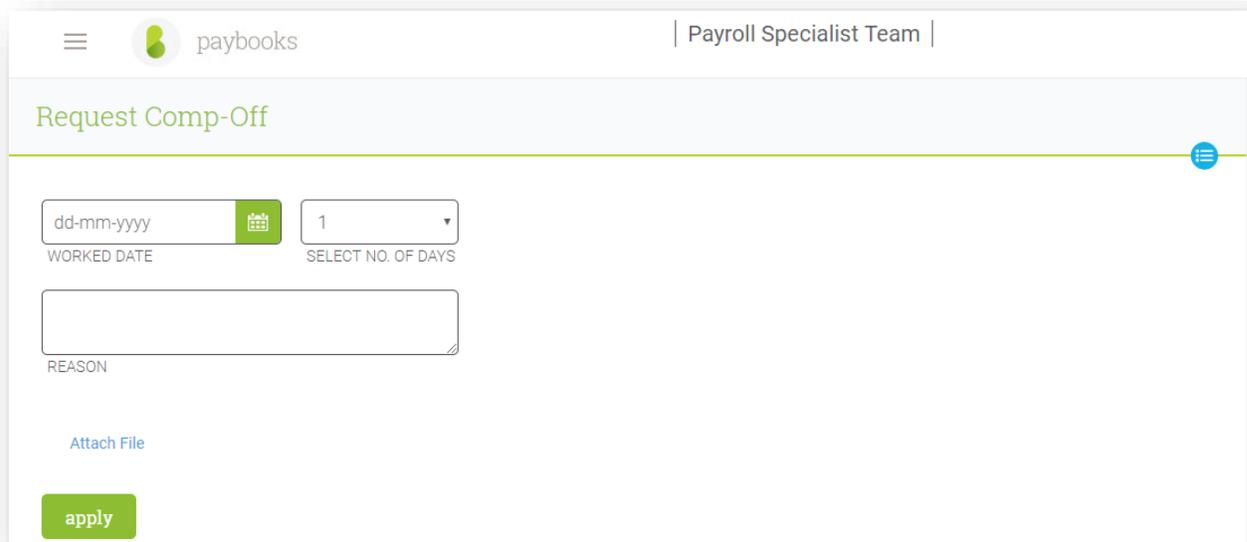


3. Click on the Plus Icon to apply for a new comp- off:



Comp-Off Date	# Days	Adjusted Unit	Reason	Status	Expiry Date	Action
Aug 15, 2018	1	1	Independence day	Approved	-	-
Sep 8, 2018	1	0	Happy	Approved	-	<a href="#">Request Payment</a> , <a href="#">Request Leave</a>
Oct 14, 2018	1	0	worked	Pending	-	-
Nov 11, 2018	1	0	Worked on sunday	Approved	-	<a href="#">Request Payment</a> , <a href="#">Request Leave</a>

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.



Request Comp-Off

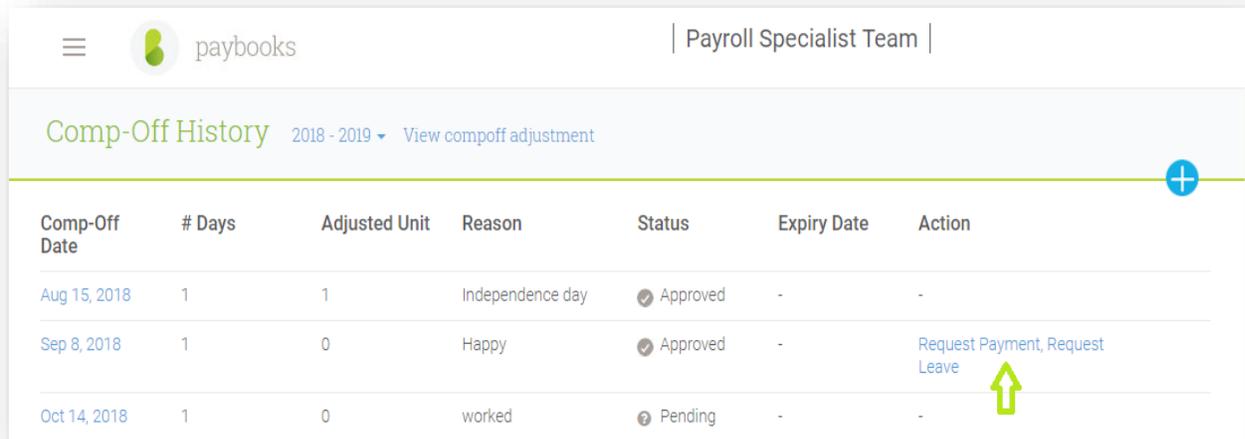
WORKED DATE:  

SELECT NO. OF DAYS:

REASON:

[Attach File](#)

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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Comp-Off History 2018 - 2019 ▾ View compoff adjustment

Comp-Off Date	# Days	Adjusted Unit	Reason	Status	Expiry Date	Action
Aug 15, 2018	1	1	Independence day	✔ Approved	-	-
Sep 8, 2018	1	0	Happy	✔ Approved	-	<a href="#">Request Payment, Request Leave</a>
Oct 14, 2018	1	0	worked	⌚ Pending	-	-