

# Approvals

- [Overview Video](#)

# Overview Video

<https://www.youtube.com/embed/L04EWLENSvE>

## Step-by-Step Tutorial Guide

### Step 1: Open the Approvals Module

1. Log in to the TankhaPay dashboard.
2. From the left-side navigation panel, navigate to **Approvals**.
3. Click **Approvals** to expand the menu.
4. The following approval modules are available:
  - Leave Applications
  - Missed Punch
  - Manual Attendance
  - Travel Request
  - Travel Expense
  - Comp-Off Request
  - WFH Applications

This module enables managers and HR administrators to review and take action on employee requests from a centralized location.

# Step 2: Approve Leave Applications

1. Click **Leave Applications**.
2. The Leave Applications page displays request summaries under:
  - Approved
  - Pending
  - Rejected
3. Review the employee leave details, including:
  - Employee Name
  - Leave Type
  - Leave Dates
  - Number of Days
  - Reason
  - Status
4. Click the **Action** icon corresponding to the employee request.
5. Review the application details.
6. Approve or reject the leave request as required.

This section helps managers process employee leave requests efficiently.

# Step 3: Approve Missed Punch Requests

1. Click **Missed Punch** from the Approvals menu.
2. The page displays all employee missed punch requests.
3. Review details such as:
  - Employee Name
  - Attendance Date
  - Login Time
  - Logout Time
  - Reason
  - Request By
4. Click the **Action** icon for the required request.
5. Verify the submitted information.
6. Approve or reject the request.

This feature helps correct employee attendance when punch records are missing.

# Step 4: Approve Manual Attendance Requests

1. Navigate to **Manual Attendance**.
2. Review the list of attendance requests submitted by employees.
3. Verify the attendance details and supporting information.
4. Click the **Action** icon.
5. Approve or reject the request based on the submitted details.

Manual attendance approvals ensure attendance records remain accurate.

# Step 5: Approve Travel Requests

1. Click **Travel Request**.
2. The page displays all submitted travel requests.
3. Review request details, including:
  - Employee Name
  - Travel Dates
  - Destination
  - Purpose of Travel
  - Status
4. Select the appropriate request.
5. Click the **Action** button.
6. Approve or reject the travel request.

This workflow allows managers to authorize official employee travel.

# Step 6: Approve Travel Expense Claims

1. Navigate to **Travel Expense**.
2. Review the submitted expense claims.
3. Verify details such as:
  - Employee Name
  - Travel Reference
  - Expense Amount
  - Submission Date
  - Current Status
4. Click the **Action** icon.
5. Review the expense details and supporting documents, if available.
6. Approve or reject the expense claim.

Approving travel expenses ensures timely reimbursement of eligible claims.

# Step 7: Approve Comp-Off Requests

1. Click **Comp-Off Request**.
2. Review the list of comp-off applications.
3. The dashboard displays requests categorized as:
  - Approved
  - Pending
  - Rejected
4. Review employee information and comp-off request details.
5. Click the **Action** icon.
6. Approve or reject the comp-off request.

This feature helps manage compensatory leave earned by employees.

# Step 8: Approve Work From Home (WFH) Applications

1. Click **WFH Applications**.
2. Review all submitted work-from-home requests.
3. Verify the following details:
  - Employee Name
  - WFH Period
  - Date of Request
  - Status
4. Click the **Action** icon beside the application.
5. Review the request details.
6. Approve or reject the application.

This allows managers to efficiently manage employee work-from-home requests.

## Key Benefits of the Approvals Module

- Centralized approval management for multiple HR processes.
- Quick review of pending employee requests.
- Streamlined approval and rejection workflows.
- Improved accuracy in attendance and leave management.
- Faster processing of travel and expense claims.
- Efficient management of WFH and comp-off requests.
- Better visibility into approval status across the organization.

## End of Tutorial

You have now completed the **Approvals Module** walkthrough in TankhaPay.

This module enables managers and HR teams to efficiently review, approve, or reject employee requests across multiple HR functions, ensuring faster decision-making and streamlined workflow management.