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.

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