

Comp - Off Request

The screenshot shows the 'Comp-Off Applications' interface. At the top, there are two dropdown menus: 'Status' set to 'All' and 'Filter' set to 'Today'. Below these are three summary cards for 'Approved', 'Pending', and 'Rejected', each showing a total count of 0. At the bottom, there is a table with columns: '#', 'Employee', 'Working Hours', 'Applied Date', 'Date of Request', 'Comp-Off Leave', 'Status', and 'Action'. The table currently displays 'No Data Found'.

This section is used when employees work on a holiday or weekly off and request a compensatory off to be added to their leave balance.

- At the top, you have filters to sort by status (Pending, Approved, Rejected) and date range filters like Today, This Week, Last 30 Days, etc.
- Just below that, you'll see the count of approved, pending, and rejected comp off requests.
- The table lists all requests with columns such as Employee Name, Working Hours, Applied Date, Request Date, Status, and an Action column.
- In the Action column, you'll find icons - a tick mark to approve and a cross to reject the request.
- Upon clicking either, a box appears showing the date the comp off was requested for, reason for the request, total working hours, any supporting documents (if provided), and a field for your remarks.
- Once an action is taken, a comment icon appears in the Action column, allowing you to view the timestamp and details of the approval or rejection.

Employees can only raise comp off requests for official holidays or weekly offs. Once approved, the comp off will reflect in their compensatory leave balance, which they can later utilize.

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