

Overview Video

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Step-by-Step Tutorial Guide

Step 1: Open General Leave Settings

1. Log in to the TankhaPay Business Portal.
2. Navigate to **Leave Management** from the left-side menu.
3. Click on **General Settings**.

The General Settings page allows administrators to configure organization-wide leave rules.

Step 2: Enable or Disable Comp-Off Settings

1. Locate the **Compensatory Request** section.
2. Under "**Is Comp Off Setting Applicable?**"
 - Select **Enable** to activate Comp-Off functionality.
 - Select **Disable** to turn it off.

Once enabled, employees can earn Comp-Offs based on configured rules.

Step 3: Select Comp-Off Mode

1. Under **Mode Compensatory Off**, choose the required option.
2. Available modes may include:
 - Application Based
 - Auto Generated (if enabled by organization)

This determines how employees receive Comp-Off credits.

Step 4: Configure Weekly Off Comp-Off Eligibility

1. Define whether employees receive Comp-Off when working on a weekly off.
2. Enter the multiplier value.

Example:

- 1 day worked \times 1.0 = 1 Comp-Off day.

This controls how Comp-Off is calculated for weekend work.

Step 5: Configure Holiday Comp-Off Eligibility

1. Define whether employees receive Comp-Off for working on company holidays.
2. Enter the calculation factor.

Example:

- 1 holiday worked \times 1.0 = 1 Comp-Off day.

This ensures employees are compensated for holiday work.

Step 6: Set Maximum Comp-Off Limit

1. Locate **Maximum Leaves Allowed per Comp-Off**.
2. Enter the maximum number of Comp-Off days employees can utilize in a single request.

This helps control leave usage according to company policy.

Step 7: Define Minimum Working Hours Requirement

1. Locate **Required Working Hours for Weekly Off / Holiday**.
2. Enter the minimum hours an employee must work to become eligible for Comp-Off.

This prevents partial workdays from generating Comp-Off credits.

Step 8: Configure Comp-Off Expiry Rules

1. Locate **Comp Off Expires On**.
2. Select the expiry period.

Example:

- Calendar Year End

Unused Comp-Off balances will expire based on the selected rule.

Step 9: Make Reason Mandatory

1. Enable **Make Reason Mandatory** if employees must provide a reason while applying for Comp-Off.

This improves approval visibility and audit tracking.

Step 10: Define Employee Eligibility

1. Under **Applicable For**, choose who can use the Comp-Off policy.
2. Options may include:
 - All Employees
 - Specific Employee Groups
 - Departments
 - Designations

This allows different policies for different employee categories.

Step 11: Enable Extra Working Hour Comp-Off

1. Select **Enable Comp Off for Extra Working Hours** if employees should earn Comp-Off for overtime work.

This allows organizations to reward additional working hours beyond standard shifts.

Step 12: Enable Auto Comp-Off Creation

1. Tick **Enable Auto Comp Off for Weekly Off/Holiday Work**.
2. The system will automatically generate Comp-Off balances when employees meet eligibility conditions.

This reduces manual processing and improves accuracy.

Step 13: Configure LOP (Loss of Pay) Settings

Navigate to the **LOP Report Settings** section.

Configure Unpaid Leave Handling

1. Select how unpaid leave should be treated.
2. Choose:
 - **Loss of Pay (LOP)**

This ensures payroll deductions are calculated correctly.

Step 14: Set Maximum LOP Limit

1. Enter the **Maximum LOP Count Allowed**.
2. Define the maximum number of unpaid leave days permitted.

This helps organizations control excessive unpaid leave.

Step 15: Configure Leave Request Rules

Navigate to **Leave Request Settings**.

1. Select the leave request submission timeline.
2. Configure how far in advance or how late employees can apply for leave.

This helps standardize leave application processes.

Step 16: Configure Approved Leave Revert Settings

Navigate to **Approved Leave Revert Settings**.

1. Enter the number of days within which approved leave can be reverted.
2. Example:
 - Revert Leave After Approval = 10 Days

This allows administrators to reverse approved leave requests within a defined period.

Step 17: Save the Configuration

1. Review all configured settings.
2. Verify:
 - Comp-Off Rules
 - LOP Settings
 - Leave Request Rules
 - Revert Policies
3. Click **Save** to apply the changes.

Key Benefits of General Leave Settings

- Centralized leave policy management
- Automated Comp-Off calculations
- Better leave governance
- Improved payroll accuracy
- Configurable Loss of Pay controls
- Flexible leave request management
- Reduced manual HR effort

End of Tutorial

You have successfully configured the **General Leave Settings** in TankhaPay. These settings help organizations standardize leave administration, automate Comp-Off processing, and ensure accurate attendance and payroll management.

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