

My comp-off Request

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Window Introduction

Introduction

Introduction:

Compensatory Offs are benefits that an employee receives in exchange for working extra hours. They can include time off, pay, or a combination of the two. Compensatory Offs can be a great way for employees to earn extra time off, especially if they do not have the opportunity to take vacation days.

Business Example:

Overtime compensatory leave. It is awarded when the employee chooses paid leave instead of overtime pay. For example, if the employee works 8 hours overtime, they can take 8 hours of paid time off on another date.

Tabs

My comp-off Request

Home My Comp-off Request

Comp-Off Request

Update data for copied record and save or ignore

Client* Sandbox Organization* Manufacturing Discrete

Business Partner* S.vijayakumar Document Type* Leave

Document No Description

Leave Type* Comp Off

Date From* 26/11/2023 Date To* 26/11/2023 Quantity* Comp Off 1 Day

Reason* Due to dispatch

☐ Processed ☐ Approved ☐ Approved Level 1 ☐ Approved Level 2

Document Status Drafted

DocumentAction

Not Posted

Critical Fields:

- 1) Business partner : It is used to mention the employee name.
- 2) Leave Type : It is used to select the Comp-off type.
- 3) Date from : From date to be mentioned where actual comp-off to be provided.
- 4) Date TO: To date to be mentioned where actual comp-off to be provided
- 5)Quantity: Select the qty -(1 Day or 0.5 day)
- 6)Reason:To update the reason details in this field

Critical & one-time setup fields

1) Organization Field- This Field is used to select the organization to which you are going to process the order.

2)Target Document Type- This Field is used to select the type of document that you are going to process.

Validations

Save

1. It is used to save the records after the mandatory fields are filled.

Delete

1. It is used to delete the records before the transactions are done.

Videos