

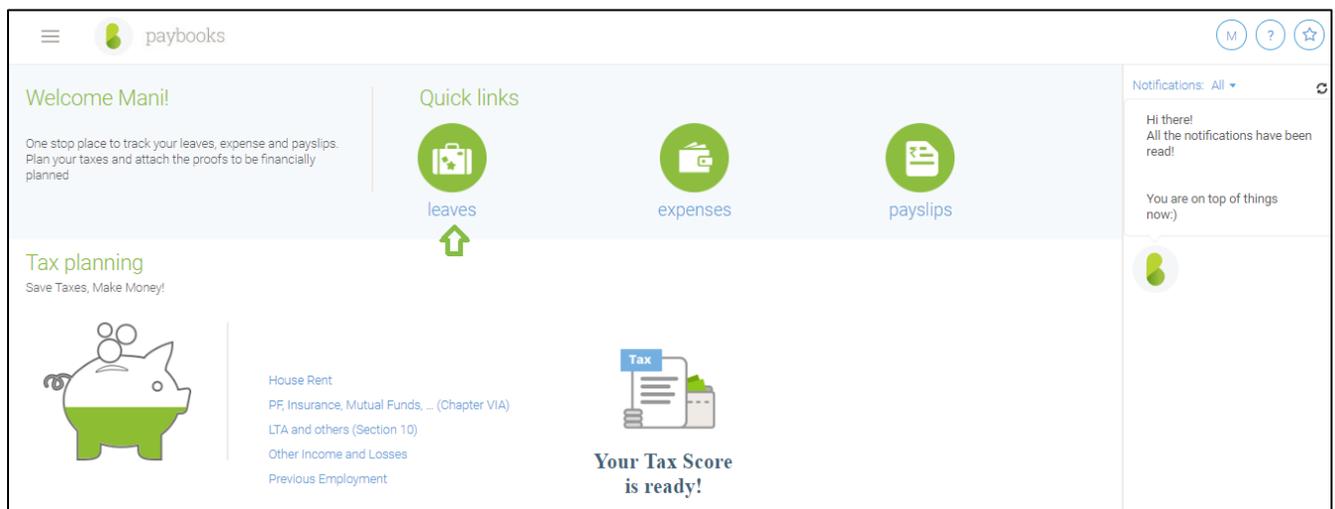
# How to apply leaves from employee ESS portal

## To apply leaves from an employee self-service portal:

### Log in to the Employee Self-Service Portal:

**Click on leaves under Quick Links >> Select the leave type >> Select the From data and To date >> Select Session >> Mention the reason for applying for leave >> Attach the file if any >> Click on Apply for leave.**

### Apply Leave:



The screenshot shows the paybooks ESS portal home page. The header includes a menu icon, the paybooks logo, and user profile icons (M, ?, ☆). The main content area is divided into sections: "Welcome Mani!" with a sub-header "One stop place to track your leaves, expense and payslips. Plan your taxes and attach the proofs to be financially planned"; "Quick links" with three icons: "leaves" (with an upward arrow), "expenses", and "payslips"; "Tax planning" with a piggy bank icon and sub-header "Save Taxes, Make Money!". Below this, there are links for "House Rent", "PF, Insurance, Mutual Funds, ... (Chapter VIA)", "LTA and others (Section 10)", "Other Income and Losses", and "Previous Employment". A "Tax" icon is also present with the text "Your Tax Score is ready!". On the right, there is a "Notifications: All" section with a refresh icon, containing two notification messages: "Hi there! All the notifications have been read!" and "You are on top of things now:". A user profile icon is also visible in the notification area.

### Select the leave type



The screenshot shows the paybooks ESS portal "Apply for leave" screen. The header includes a menu icon, the paybooks logo, and user profile icons (M, ?, ☆). The main content area is titled "Apply for leave: Choose leave type" and features two large circular buttons: "365" for "Loss of Pay" (Closing balance) and "21" for "Paid Leaves" (Closing balance). On the right, there is a "Notifications: All" section with a refresh icon, containing two notification messages: "Hi there! All the notifications have been read!" and "You are on top of things now:". A user profile icon is also visible in the notification area.

**Select from date and to date >> Select Session >> Mention the reason for applying for leave >> Attach the file if any >> Click on Apply for leave.**

The screenshot shows the 'Apply for leave: Paid Leaves' form in the paybooks system. At the top, there is a navigation bar with a menu icon, the 'paybooks' logo, and utility icons for home, help, and favorites. Below the navigation bar, the form title 'Apply for leave: Paid Leaves' is displayed. A summary bar shows the following values: 21 OPENING BALANCE, 0 CREDITED BALANCE, 0 LEAVES TAKEN, and 21 CLOSING BALANCE. The form contains several input fields: 'START DATE' and 'TO DATE' (both with date pickers and a calendar icon), a dropdown menu for 'Full day', and a text area for 'REASON'. There is also an 'Attach File' link and a green 'apply for leave' button at the bottom. On the right side, a notification panel shows a message: 'Hi there! All the notifications have been read! You are on top of things now:)' with a profile picture icon.

**Note:** - Once the leave request is raised from ESS, the request will be sent to reporting manager for approval, and the employee and the reporting manager will get a notification mail on the status of **Approval / Rejection**.