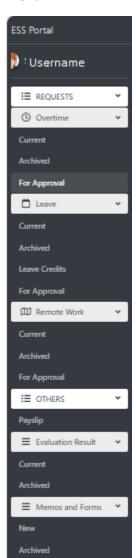
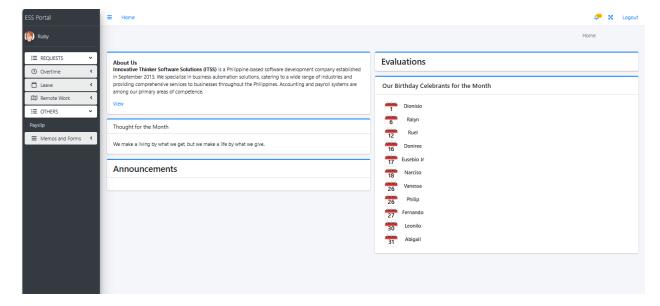
### ESS PORTAL v1

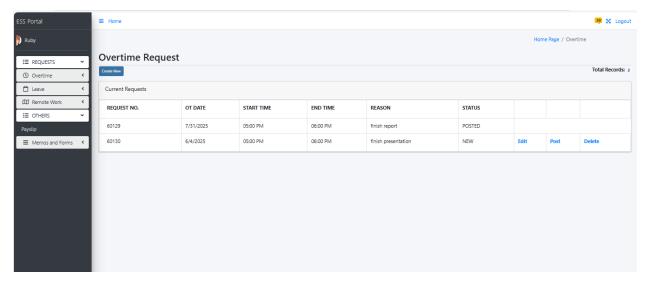
## Menu



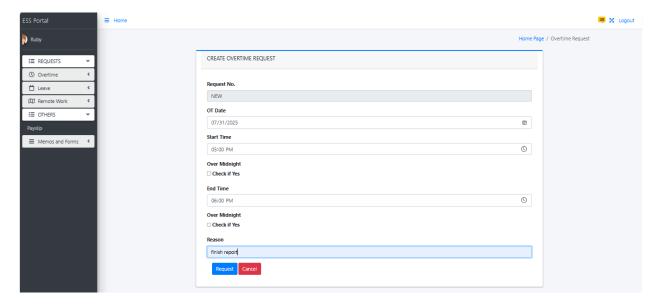


Homepage

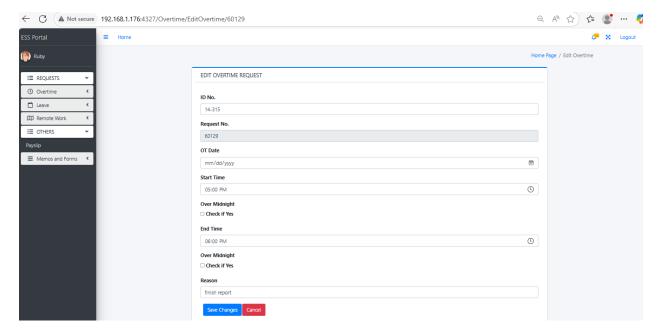
# **Request >> Overtime**



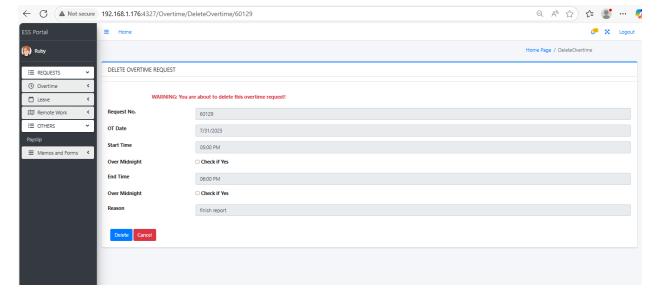
List of New Overtime Requests



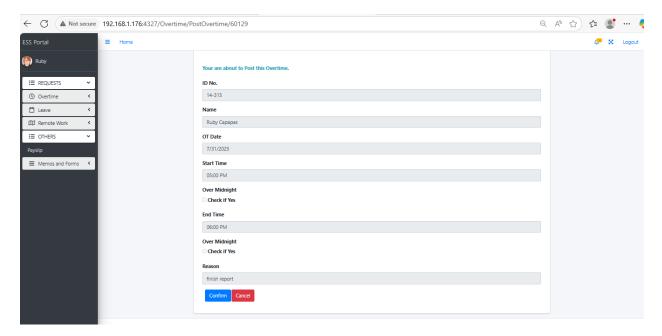
#### Overtime Request - Add



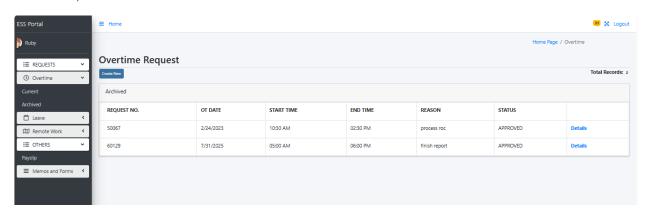
Overtime Request – Update



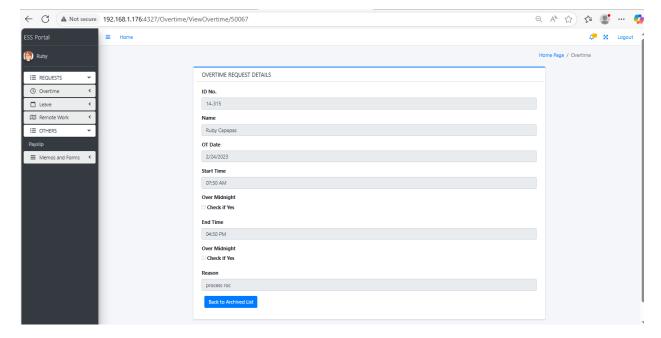
#### Overtime Request - Delete



## Overtime Request – Submit

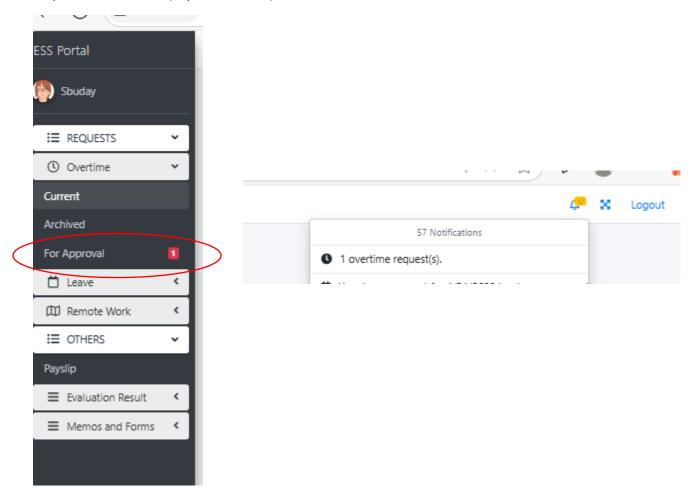


Overtime Request - Archived - List of Approved/Rejected requests

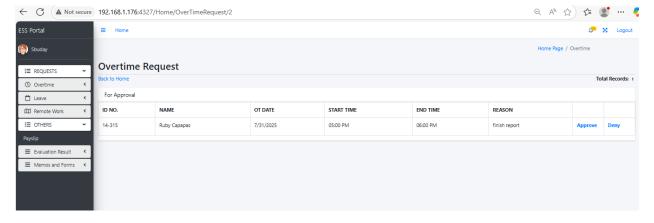


Overtime Request – Archived – Details

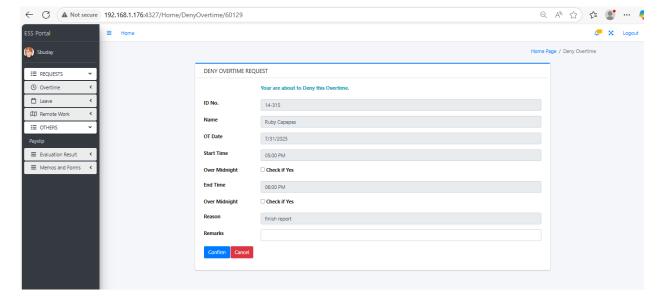
## Requests >> Overtime (Supervisor Level)



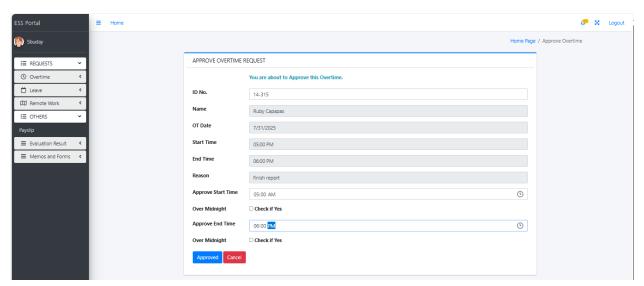
Overtime Request - Supervisor - Notification



Overtime Request - Supervisor - List of for Approval

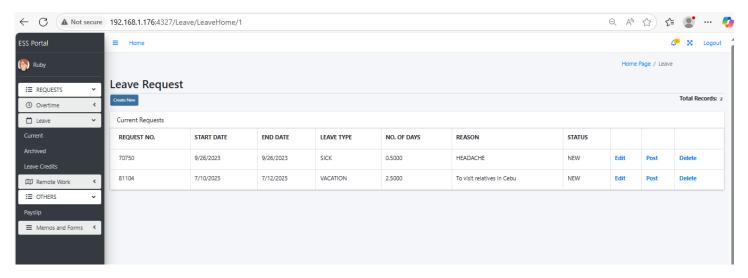


Overtime Request – Supervisor- Reject Request

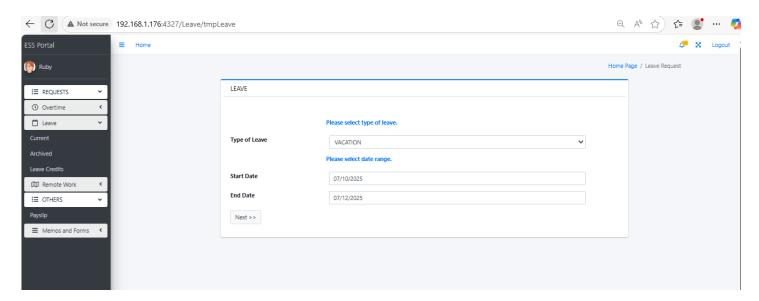


Overtime Request – Supervisor Approve Request (will input approved start and end time)

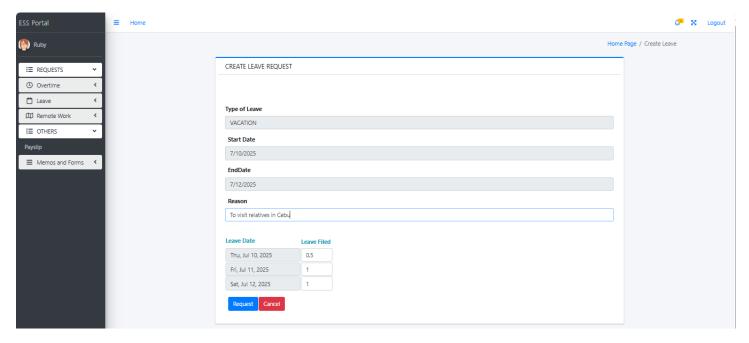
## Requests >> Leave



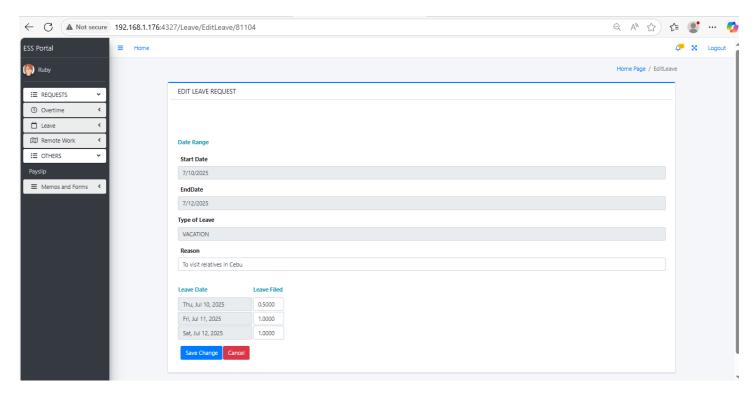
Leave Request – List of New Requests



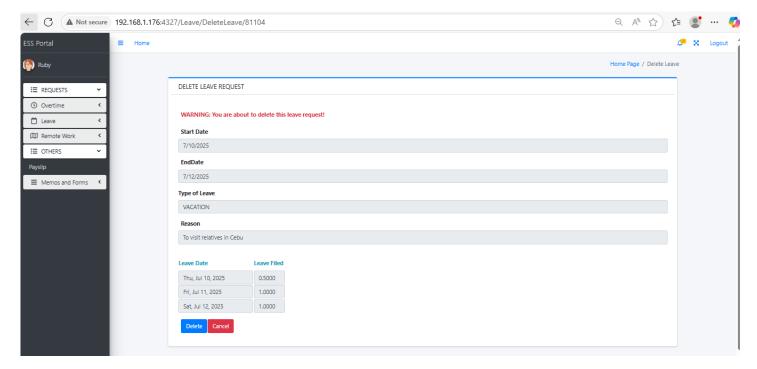
Leave Request - Create - Step 1: Selectin of Type of Leave (SICK/VACATION/EMERGENCY/OTHERS) and inputting of date



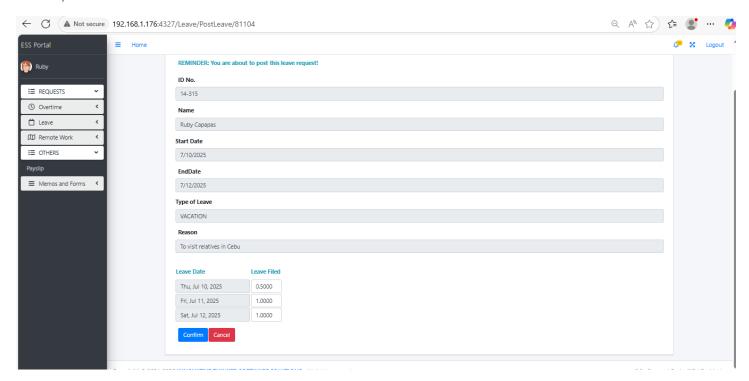
Leave Request - Create - Step 2: Inputting of reason and leave to be files (ex. 1 foe whole day and 0.5 for half day)



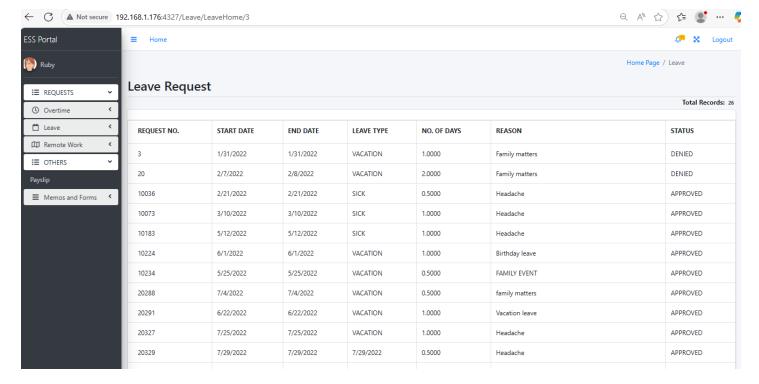
Leave Request - Update



### Leave Request - Delete

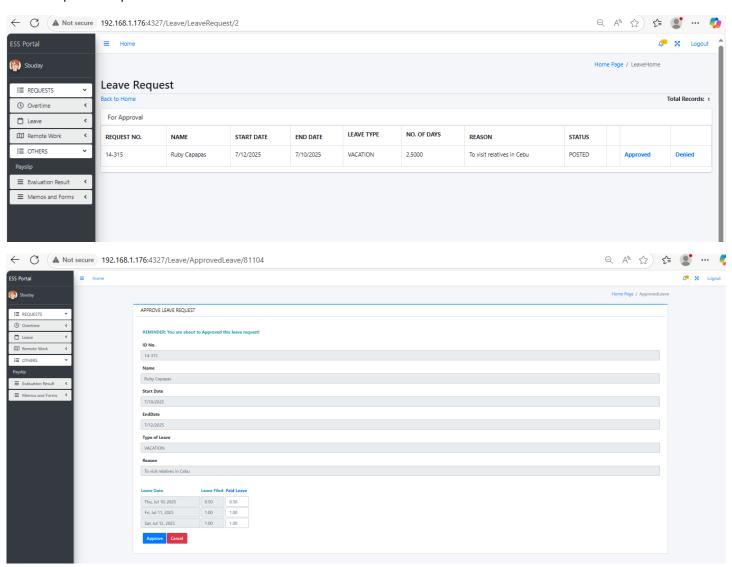


Leave Request - Submit

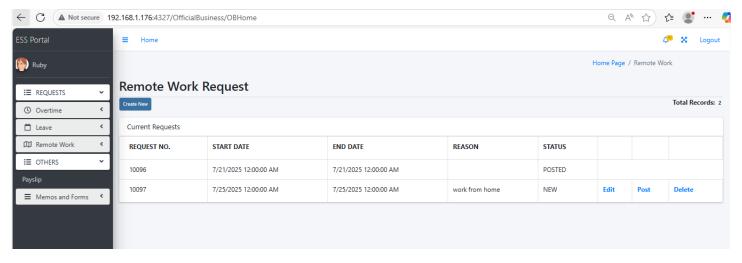


Leave Request - Archived

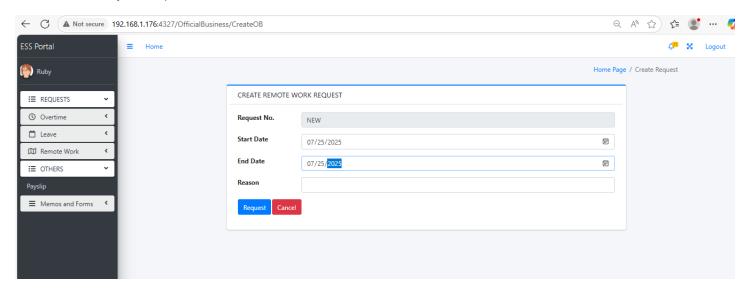
## Leave Request – Supervisor



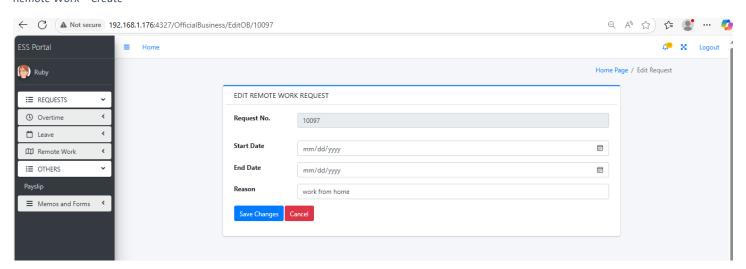
## Requests >> Remote Work



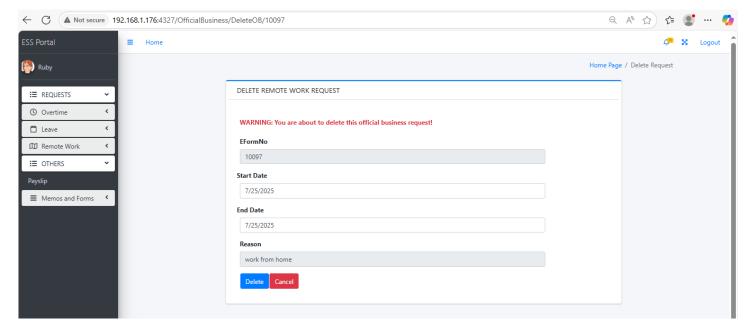
### Remote Work - List of New Requests



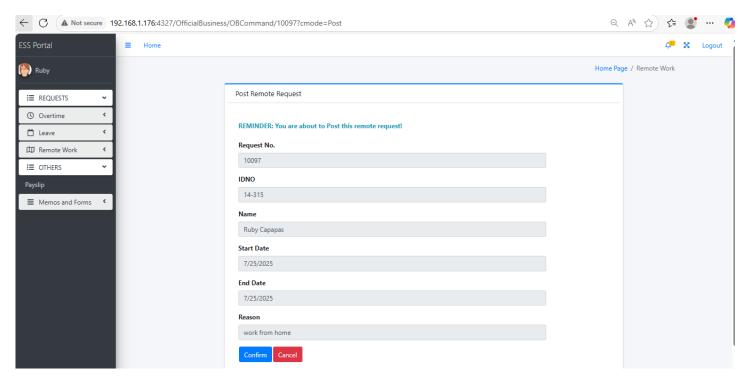
### Remote Work – Create



Remote Work - Edit

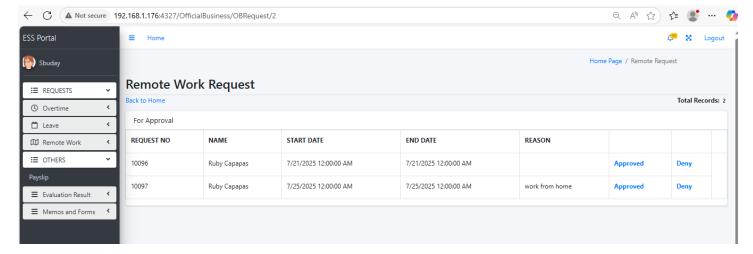


Remote Work - Delete

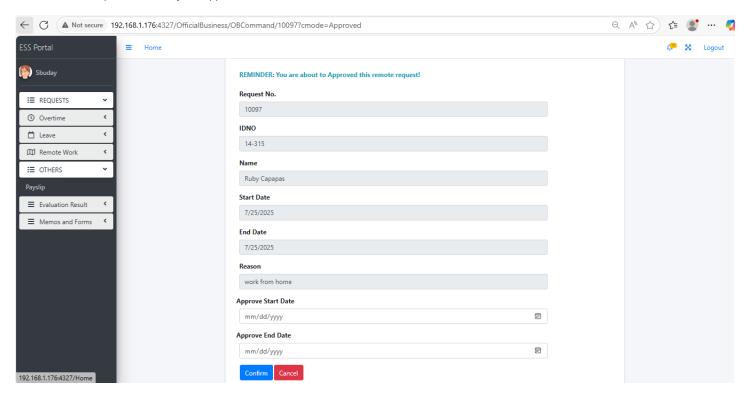


Remote Work – Submit

Remote Work - Supervisor



Remote Work – Supervisor - List of For Approval



Remote Work – Supervisor - Approve