To configure approvals, the form name needs to be selected as Compensatory Request. The other steps are the same as that of leave approval configuration.

To configure notifications:

1. From your home page, go to **Settings (Gear icon) > Automation > Workflow > Add Workflow.**
2. Under Form Name, select Compensatory Request.
3. Select Execute based on action, because the notification needs to be sent when a request is added for marking compensatory of.f
4. Set criteria if needed.
5. Under Action, select Mail alerts.
6. Enter the details like From, To etc.
7. Give a subject to the mail alert. For eg. Compensatory Request.
8. Click Create new template if you would like to create a new template.
9. Use the merge fields to draft the message.
10. Click **Choose from Existing template** if you would like to map a template that has already been created