

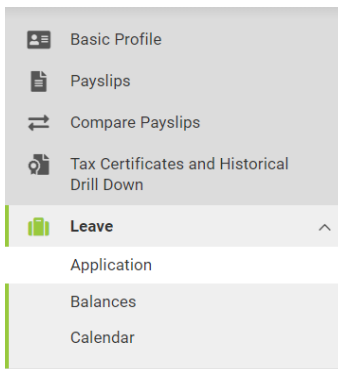
# How to Apply for Leave on ESS

Employee step-by-step follow guide

## RESOURCES

Select the following link to view [How to Apply and Approve Leave via ESS - YouTube](#)

1. LOGIN to Your ESS [Login \(yourhcm.com\)](#)
2. On the left pane under **Leave Select Application**



3. Select Leave Type, Dates, add or attach any other relevant information.

Application

Apply View History

Leave Type: \*  
Annual

Start Date: 2022/08/10 End Date: 2022/08/10

Hours: 8 half day application

Projected Leave Balance: -2.33

Comments:  
Comments

Reference:  
Reference

Attachment  
Select a file or Drop a file here

4. Click Submit
5. Await Approval from Manager/Owner

We take care of your Payroll, You take care of your business.