



VU/Circular/2023-24/ 008

Date: 05-01-2024

## Circular

This is to inform all faculty and staff members that, Compensatory Off leave type tab in VI-ERP of Vishwakarma University, Pune is now operational.

Employees can refer to the tutorial video, explaining how to add Compensatory Off in leave record. Additionally, the video demonstrates the procedure of approving the Compensatory Off requests.

The tutorial video available on the following link:

<https://youtu.be/sp5eVnBovyU?si=frdii8GnM95mhLf2>

Please note the following details for utilizing this feature:

1. Compensatory Off to be added using the new ERP

link: <https://vuerp.vupune.ac.in/>

2. Compensatory Off approval by the approving authority should be done through the old ERP.

link: <https://erpadmin.vupune.ac.in>

For any further queries you can contact on [vuerp.coordinator@vupune.ac.in](mailto:vuerp.coordinator@vupune.ac.in) & [coordinator.establishment@vupune.ac.in](mailto:coordinator.establishment@vupune.ac.in)



  
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