SHOW ME HOW

to Review Time-off Requests Time-off Requests

STEP 1

Navigate to Time Management > Time-Off Requests > Time-Off Calendar.

Time Management	Human Resources	Talent Management	Reports	Clien	t Groups	User	Option
Time and Attendance	>	Time-Off Requests Menu			Admin Menu		Main M
Timecard Search			Select Ar	Option			
Who's Clocked In/Out		Time-Off Calendar					
Reports		Batch Approve Time-Off R Batch Add Holidays and B	equests lackout Days				
Time-Off Requests	>	Pre-Defined Time-Off Reas		oll			
Scheduling	\rightarrow	Delete Time-Off Requests			ks		



STEP 3

STEP 2

"Requested."

Ensure there are no Pending Requests within the Pay Period.

Filter by Time-Off Status of

For any Pending Requests, select the request and approve or deny the request.

February 2019 Sunday Tuesday Tuesday Saturday 3 4 5 6 7 9 9 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 15 16 10 11 12 13 14 16 16 11 12 13 14 15 16 16 11 10 10 10 10 10 16 16 12 13 14 15 16 16 16 16 10 10 12 13 14 16 16 16 16 16 16 16 16 16 16 16 16 16 16 <t

STEP 4

You also have the option to add comments when approving or denying the request.

The color will change on the Time-Off Calendar once approved or denied.





HELPFUL TIPS

• You also have the option to approve time-off requests from your email. When a request is received, click "Approve" or "Deny" from the email.

ADMINISTRATORS AND MANAGERS



Visit the Help Menu for the most up-to-date version of this guide.