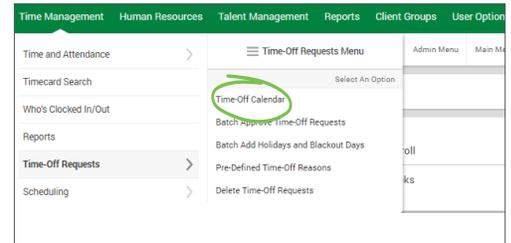# SHOW ME HOW

to Review Time-off Requests
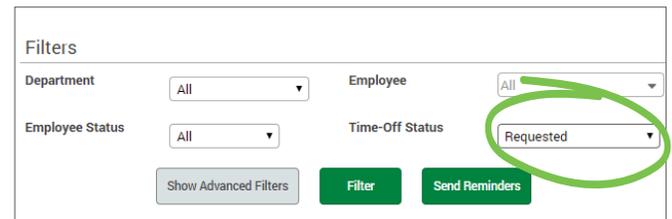### Time-off Requests

STEP 1

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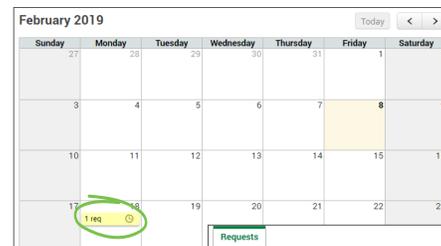Time-Off Calendar.

STEP 2

Filter by Time-Off Status of
"Requested."

STEP 3

Ensure there are no Pending
Requests within the Pay Period.

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

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

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