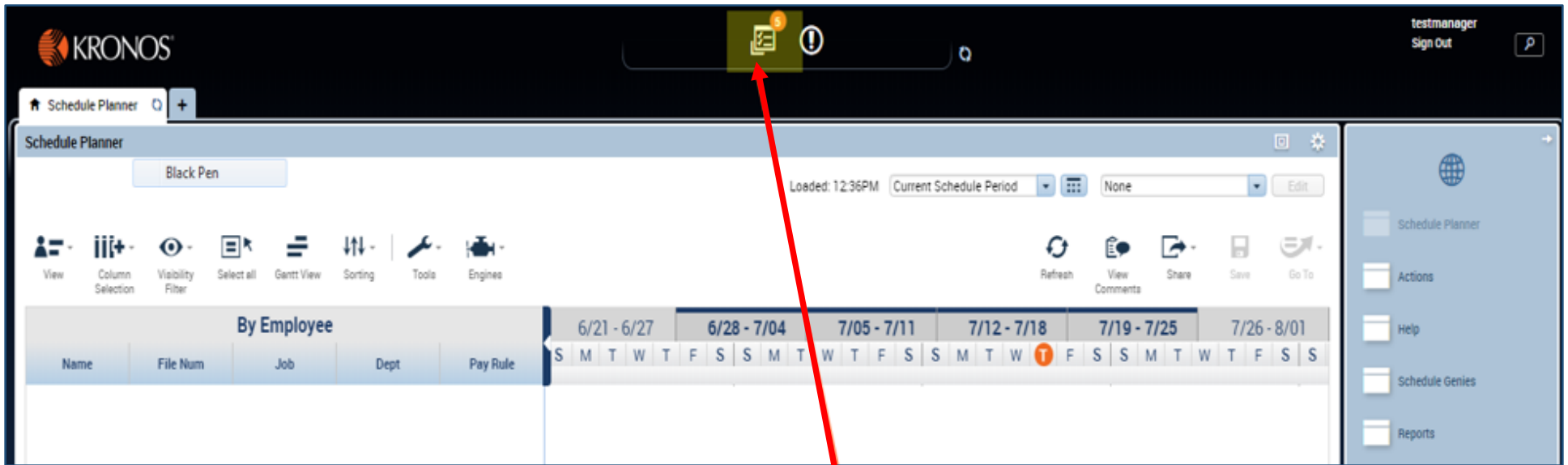
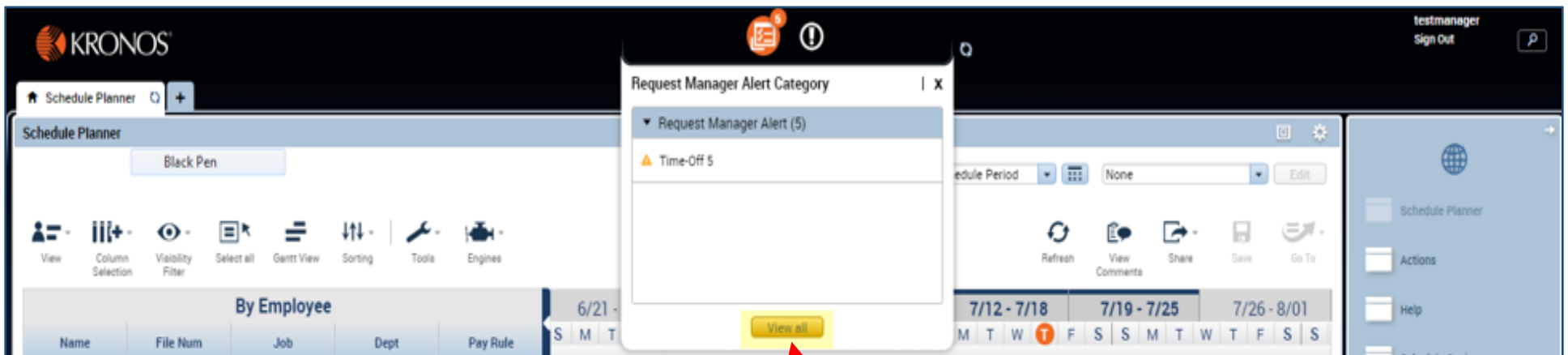


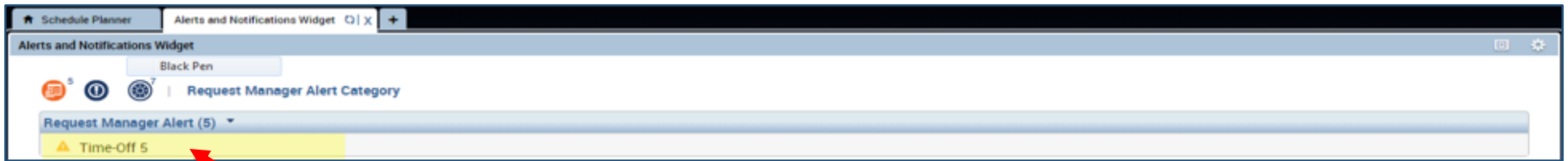
Manager Approval of Time-Off Requests



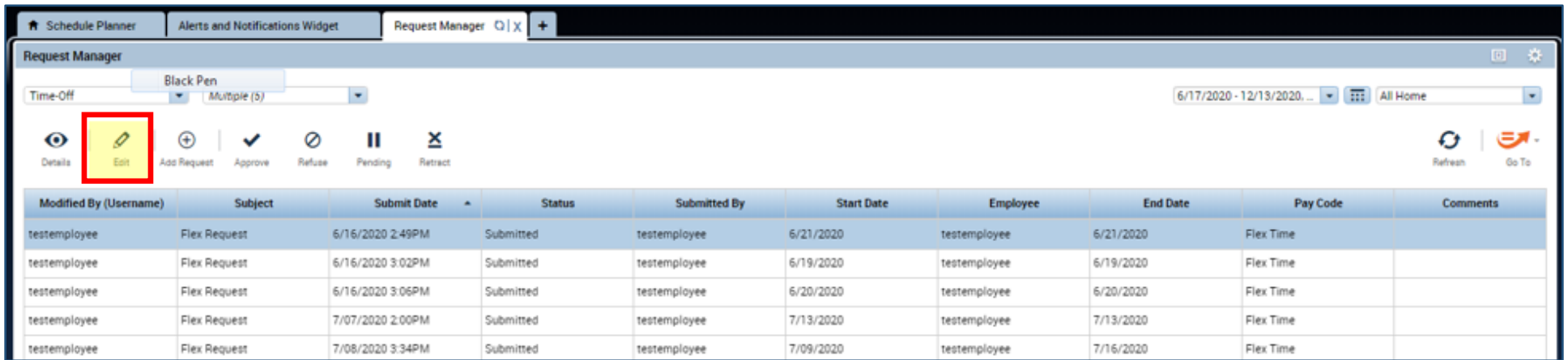
Click on **Request Manager** in the Alerts and Notifications widget



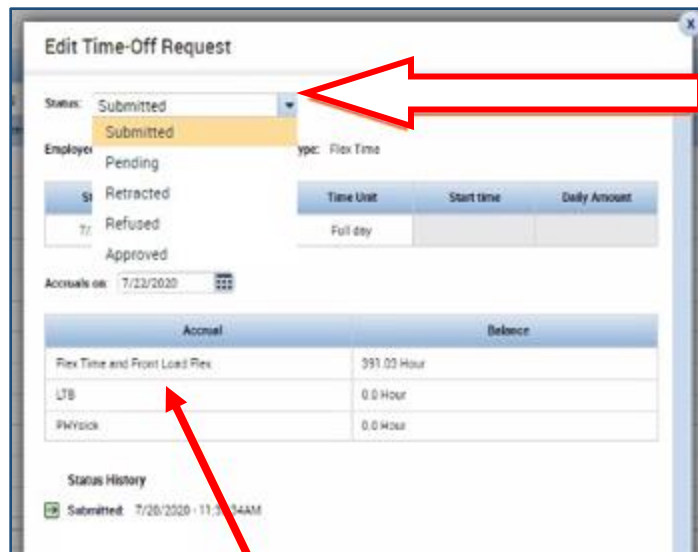
Click on **View all**



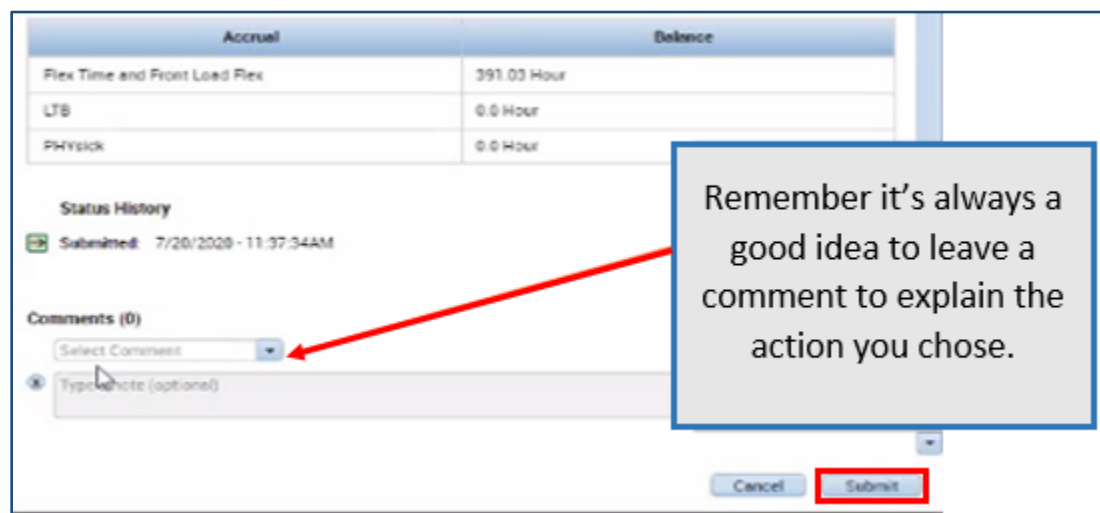
Click on your **Time-Off** request. This will take you to the Request Manager widget.



From here, the preferred method of handling time off requests is to hit the **Edit** icon.

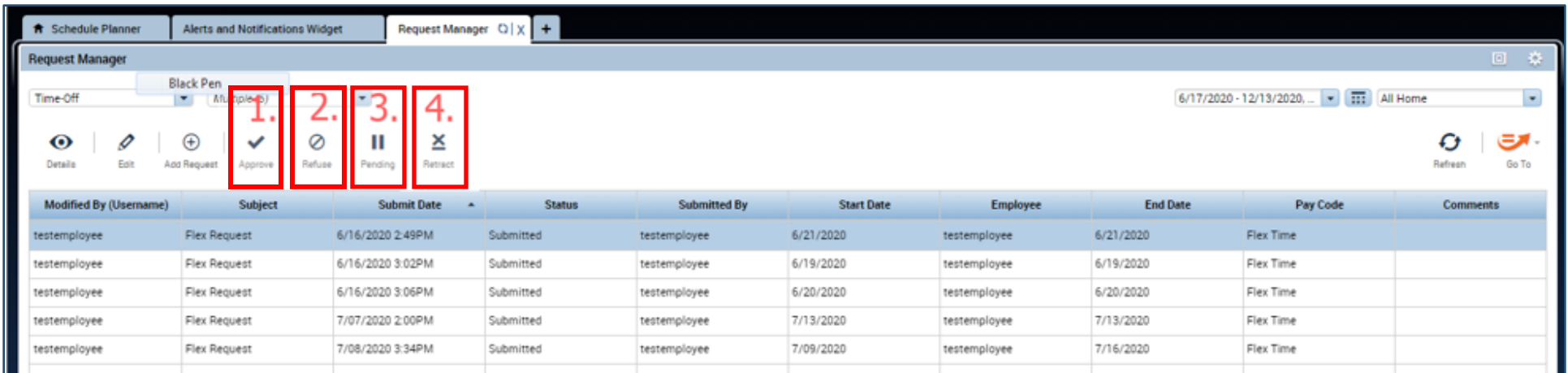


Note: From the **Status** dropdown you have the option to Submit, Pend, Retract, Refuse and Approve time off requests. Remember to always verify that the **Accrual** time is applicable to the time off request. You have the option as a manager to adjust the request.



After choosing your action from the Status dropdown, you would click on Submit.

Note: To review, go to the employee timecard and select the date range in which the action should appear.



This is the view of the Request Manager widget.

Although the Edit icon is preferred, you are also able to choose a specific action by clicking on these icons.

1. Approve – This will allow you to approve the request off.
2. Refuse – This to refuse an employee’s request off.
3. Pending – This is to show that the request off has been reviewed but requires move time before approving or refusing.
4. Retract – This would only be used if the manager entered the time off request *for* the employee and they want to remove it.

Click on the appropriate icon to either Approve, Refuse, Pend or Retract the request. Each of these options will bring up the details of the request and allow you to add a comment.

Approve Time-Off Request

Submitted: 6/16/2020 - 2:49:59PM
Modified by: testemployee

Employee: testemployee Type: Flex Request

	Start date	End date	Pay code	Time Unit	Start time	Daily Amount
+ x	6/21/2020	6/21/2020	Flex Time	Hours	8:00AM	4.0

Accruals on: 6/21/2020

Accrual	Balance
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Status History

Submitted: 6/16/2020 - 2:49:59PM
testemployee

Comments (0)

Select Comment

Type a note (optional)

Cancel Approve

From here, you would click to confirm the selection for the request.



Note: Requests and approvals both the manager and the employee will receive an email confirming the action.