

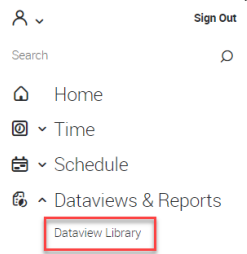
This job aide demonstrates how to review and approve, cancel or refuse (deny) an employee's time-off request.

Notes

- Check to ensure all time off with a start and/or end date within the pay period being processed has been approved or denied.
- Requests with a Status of Submitted are Pending
 - Work with managers to approve or deny these requests before timecards are approved for payroll processing.
 - Submitted / Pending time-off will not be included on an employee's timecard or on their check.

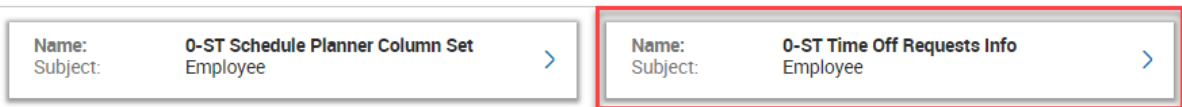
Review Pending Time-Off Requests

1. From the home screen, click the main menu icon. Select Dataviews & Reports / Dataview Library.

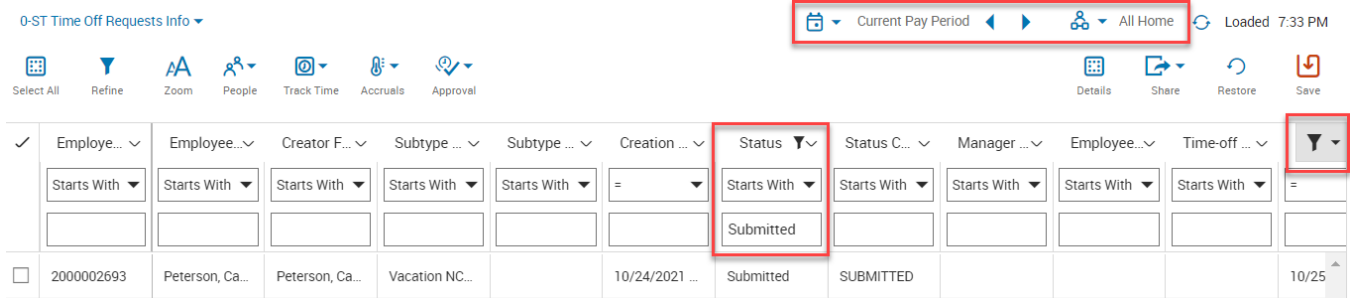


2. In the Scheduling area, click on 0-ST Time Off Requests Info

Scheduling
Count: 2



3. Time Period: Select previous pay period if reviewing on Monday of payroll week.
4. Click the filter icon / show filter row
5. In the Status column, type in Submitted to show those requests which have been submitted (not yet approved).



6. Work with the employee's manager to approve or deny as appropriate.
7. If the manager is not available, you can approve the request.
 - a. See Approve or Refuse the Time-Off Request.

Approve or Refuse the Time-Off Request

1. From the home screen, click on Full Schedule within the Manage Schedule tile.
2. Locate the submitted time-off request.

View by Employee ▾

10/17/2021 - 10/30/2021 All Home

Quick Actions Show / Hide Gantt View Zoom

	Sun 10/24	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sa 10/30
Petersen, K...							
Peterson, C...		Vacation NCOT Submitted					

3. Right click on the request to view the details.
4. Click the Approve / Refuse button as appropriate

Vacation NCOT

14.72 Available Hours

Floating Holiday

0.00 Available Hours

Created On
10/24/2021 7:22 PM

Request Details
VACATION NCOT (8:00 AM - 4:00 PM)
10/25/2021

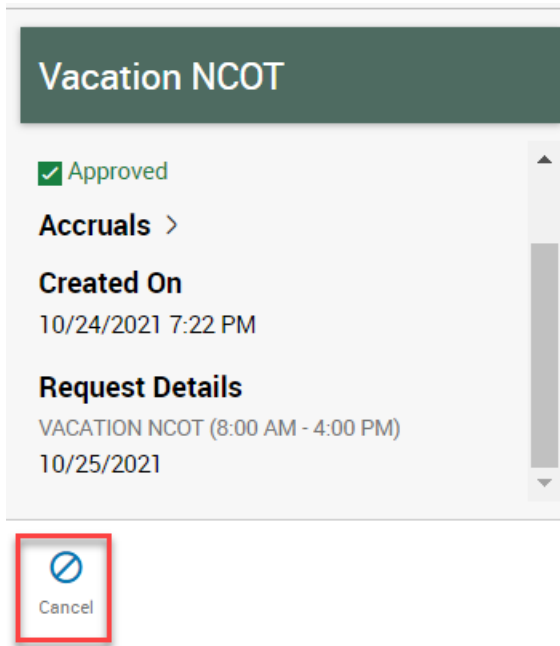
✓ Approve
✗ Refuse
✎ Edit
⊘ Cancel
💬 Add Comment

5. Time-off request will show as approved or refused on the employee's schedule.

Mon 10/25	Thu 10/28
VACATION NCOT [8.00]	2:00 PM - 10:45 PM
Vacation NCOT ✓ Approved	vacation NCOT ✗ Refused

Cancel Time-Off Request

1. Locate the approved time-off request
2. Right click on the request
3. Click Cancel



4. Time-off request will show as Cancelled on the employee's schedule.

