

## Approve Time Off Requests

You can request time off from several convenient areas of the solution.

Employees can submit Time Off Requests from the Time Off Request page, the timesheet, and various reports and dashboard widgets. Managers may also be able to submit Time Off Requests for their employees. Submitted Time Off Requests are available to managers to Approve or Reject through a workflow or other Time Off reports.

### Time Off Request Page

The Time Off Request page provides information that helps managers and employees make informed Time Off Request decisions.

### Approve Time Off Requests from the Time Off Request Page

Use information from the Time Off Request page such as employee accruals details, time off restrictions, or team time off to make informed decisions regarding employee time off.

#### Navigation: Menu > Team > Time > Time Off > Request

1. From the **Time Off Request page**, at the **Employee** field, select the applicable employee. The selected employee's time off request details appear.
2. In the **Employee View calendar**, select the applicable time off request.
  - a. A pop-up window appears with details and available actions for that request
3. Select **Approve** or **Reject**.
  - a. A confirmation pop-up window appears.
4. Select **Approve** or **Reject**. Depending on company configuration, a comment may be required prior to approving or rejecting.
  - a. If approved, then the request now shows an Approved status on the calendar.
  - b. If rejected, then the request is removed from the calendar.

### Approve Time Off Requests from My To Do Items

Conveniently approve or reject employee Time Off Requests from the My To Do Items page.

#### Navigation: My Mailbox (Bell Icon)

1. From the **My Mailbox** page, in the My To Do Items tab, select the appropriate **Approve/Reject Time Off Request** item.
2. Details of this request display, including links to related reports and actions.
3. Select **Approve** or **Reject**.

### **Approve Time Off Requests from the Time Off Calendar by Month**

The Time Off Calendar is an interactive report that provides managers an overview of all employee Time Off. The weekly, monthly, and yearly report can be filtered by criteria such as Time Off type, employees, or request status. Managers can also approve or reject requests directly from the report.

**Navigation: Menu > Team > Time > Reports > Time Off Calendar > Time Off Calendar by Month**

1. From the **Time Off Calendar by Month** page, select **Filters**.
2. Apply the appropriate filters to display the intended pending **Time Off Requests**.

\*\*\*Note the **Pending Approval** option must be enabled in the **Filters** window to display requests that still require manager action.

3. Select **Apply**.
4. Select the applicable **Time Off Request** on the calendar. Details of the request appear.
5. Select **Approve** or **Reject**.
1. Approved requests display as approved and rejected requests disappear from the calendar.