

View My Time Off Request History

Review the time off requests you have already submitted, including the approval status of these requests.

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.

View Time Off History

Employees can review details of previously submitted Time Off Requests from the Time Off History page.

Menu > My Info > My Time > Time Off > History >

From the Time Off History page, at the Period field, select the time period that the applicable Time Off Request was submitted.

A tile displays with details for each request submitted in the selected time period.

Note You can view the Time Off History page in a report format by selecting the Report View icon at the top of the page.