Review Pending Time-Off Requests

1. From your Dahsboard, go to Manage Time > Review Pending time Off Requests



2. Review the report to Approve or Reject the employee's *Time Off* requests:

Time Off Counts

Rows On Page	20 ~	2 Rows	Refresh Data													30 P	ull Screen	Default 🗸	Setting:	s ~	Filter	Sele	ct Columns	t Exp										
mployee Filte	er: 🤱 All Er	nployees	Requested Dat	es: Calendar Ra	ange ~	~ IIA																												
Click here to	expand gro	uped columns																																
	C EMPLOYEE ID		C EMPLOYEE ID		C EMPLOYEE ID		C EMPLOYEE ID		≎ EMPLOYEE ID		C C EMPLOYEE ID FIRST N		C EMPLOYEE ID		C EMPLOYEE ID		≎ EMPLOYEE ID		C C EMPLOYEE ID FIRST NAME		C C C C C C C C C C C C C C C C C C C				≎ TO	≎ ≎ TO TIME		≎ TIME OFF		COM.	C EMPLOYEE STATUS		C DATE/TIME SUBMITTED	
			~	starts with	~	starts with	~	-	~		~		~		~		~		~			~	=	~										
Co <mark>rt Cer</mark>	nter(Entity N	ame): AC Busine	ss Group	Ungroup							-	~																						
		EQ.	1000	Test		Employee		Tuesday		08/30/2016		-					8.00	Sick		-	Active		08/30/2016 0	4:16p										
		6	1000	Test		Employee		Friday		09/02/2016							4.00	Vacation		63	Active		09/01/2016 1	0:35a										

View Time Off Counts: to view the employee's current *Time Off* balances

TIME OFF	ACCRUED TO		CURRENT ACCRUED	TAKEN	CURRENT BALANCE	SCH	PENDING APPROVAL	ACCRUE RATE
ick 1/01/2016 -	01/01/2017 01/01/2017	Hrs: Days:	20.00 2.50	4.00 0.50	16.00 2.00	0.00 0.00	8.00 1.00	24/Yearly
/acation	01/01/2017	Hrs: Days:	72.00 9.00	32.00 4.00	32.00 4.00	8.00 1.00	4.00 0.50	40/Yearly

• *Modify Time Off Request*: to edit the number of hours or type of *Time Off* the employee submitted

Time Off Sick			Eq. ×
From	То	Hours 8.00	
		(n	
Comment			

- **Open Timesheet**: View employee's timesheet for that pay period
- If the *Date Requested* field is listed in color and has a () next to it, this means one day has been requested off by multiple employees. Click on the date to see what other employees requested this day

				C G	REQUE	STED	×						
				=		~	6						
				04/27/	2016	(1)	-52						
Employee Filter: & All Er	mployees Requested Date suped columns EMPLOYEE ID	es: Calendar Range ~	All ~	© REQUESTED WEEK D	≎ AY DATE REQUEST	FED FROM	≎ TO		≎ TIME	≎ TIME OFF	сом	≎ EMPLOYEE STATUS	≎ DATE/TIME SUBMITTED
	= v	starts with 🛛 🗸	starts with			-		~	* v		~		· · ·
Cost Center(Entity N	Name): AGI Business Group	Jingroup				~							
	1000	Test	Employee	Tuesday	08/30/2016				8.00	Sick	1.1	Active	08/30/2016 04:16p
	1000	Test	Employee	Friday	09/02/2016		-		4.00	Vacation	63	Active	09/01/2016 10:35a

- The From and To Column: The In/Out times to record for the Time Off
- *Time* Column: The number of hours requested for the Time Off
- Select the ^E icon to review any comments submitted by the Employee
- 3. Check the box at the far left of the employee's name to select this *Time Off* request

				EMPLOYEE ID	~	starts with	~	Starts with	~	= v	PAY	=	ED 🗸	FROI
4	t Cente	r(Entity	Name):	AGI Business Group	L	Ingroup								~
	X		B	1	000	Test		Employee		Tuesday		08/30/2016		-
	X		E	,	000	Test		Employee		Friday		09/02/2016		8

reject the Time Off request

• Once approved the time off will automatically be added to the employee's timesheet and accrual balances will be updated

• If rejected, enter comment for the employee to submit a new request with an explanation for rejection