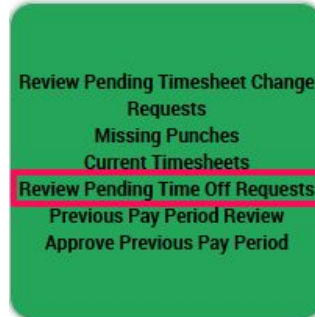



Review Pending Time-Off Requests

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




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

| EMPLOYEE ID | FIRST NAME | LAST NAME | REQUESTED WEEK DAY | DATE REQUESTED | FROM | TO | TIME | TIME OFF | COML | EMPLOYEE STATUS | DATE/TIME SUBMITTED |
|-------------|------------|-----------|--------------------|----------------|------|----|------|----------|--------|-----------------|---------------------|
| 1000 | Test | Employee | Tuesday | 08/30/2016 | - | - | 8.00 | Sick | - | Active | 08/30/2016 04:16p |
| 1000 | Test | Employee | Friday | 09/02/2016 | - | - | 4.00 | Vacation | Active | Active | 09/01/2016 10:35a |

- 
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 | ACCUE RATE |
|----------|------------|--------------------------|---------------|-----------------|--------------|------------------|------------|
| Sick | 01/01/2017 | Hrs: 20.00 Days: 2.50 | 4.00 0.50 | 16.00 2.00 | 0.00 0.00 | 8.00 1.00 | 24/Yearly |
| Vacation | 01/01/2017 | Hrs: 72.00 Days: 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

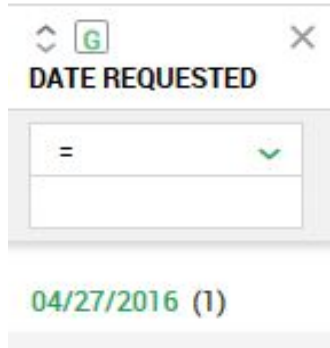
MODIFY TIME OFF REQUEST

Time Off: Sick

From: _____ To: _____ Hours: 8.00

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



Employee Filter: All Employees Requested Dates: Calendar Range All

Click here to expand grouped columns

| EMPLOYEE ID | FIRST NAME | LAST NAME | REQUESTED WEEK DAY | DATE REQUESTED | FROM | TO | TIME | TIME OFF | COM. | EMPLOYEE STATUS | DATE/TIME SUBMITTED |
|-------------|------------|-----------|--------------------|----------------|------|----|------|----------|------|-----------------|---------------------|
| 1000 | Test | Employee | Tuesday | 08/30/2016 | - | - | 8.00 | Sick | - | Active | 08/30/2016 04:16p |
| 1000 | Test | Employee | Friday | 09/02/2016 | - | - | 4.00 | Vacation | | 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  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

Click here to expand grouped columns

| EMPLOYEE ID | FIRST NAME | LAST NAME | REQUESTED WEEK DAY | DATE REQUESTED | FROM | |
|-------------------------------------|------------|-----------|--------------------|----------------|------------|---|
| <input checked="" type="checkbox"/> | 1000 | Test | Employee | Tuesday | 08/30/2016 | - |
| <input type="checkbox"/> | 1000 | Test | Employee | Friday | 09/02/2016 | - |

4. Select **APPROVE CHECKED REQUESTS** or **REJECT CHECKED REQUESTS** to approve or 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