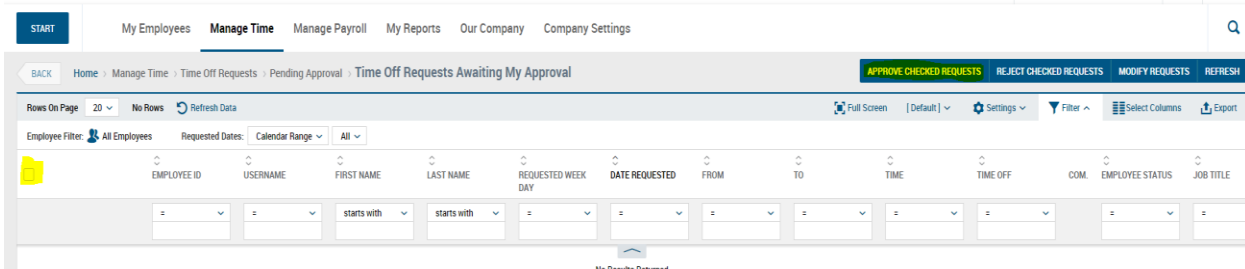


Managing Time-Off Requests

APPROVING TIME-OFF REQUESTS

Navigate to **Manage Time > Time-Off Requests > Pending Approval**. The **Time-Off Requests Awaiting My Approval** screen will display.

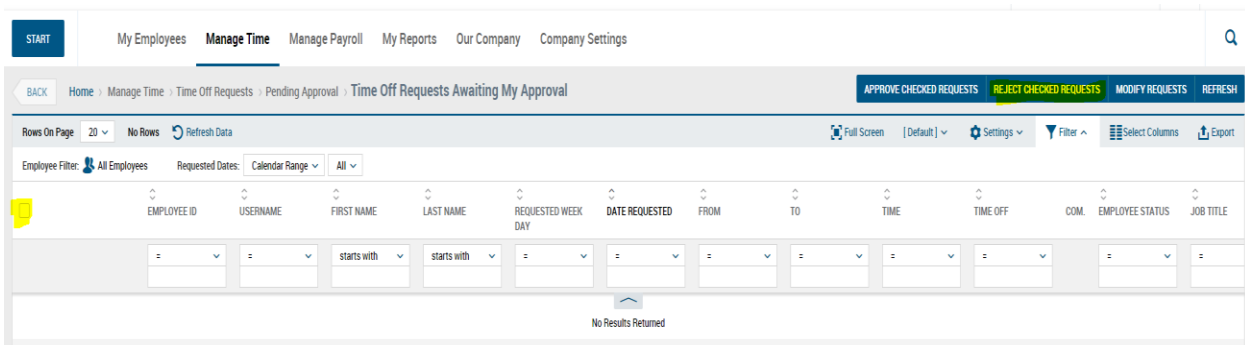


Select the checkboxes that correspond to the submitted time off requests you want to approve and click the **Approve Checked Requests** button.

The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted time off request. Once approved, the request(s) will populate the employee's timesheet.

REJECTING TIME-OFF REQUESTS

Navigate to **Manage Time > Time Off Requests > Pending Approval**. The **Time-Off Requests Awaiting My Approval** screen will display.



Select the checkboxes that correspond to the submitted time off requests you want to reject and click the **Reject Checked Requests** button.

The system prompts you to confirm your decision and also provides a text box for you to attach any comments regarding your decision. The employee will receive this comment when they review their submitted time off request.