# Approving or Rejecting a Time Off Request

**Job Aid**

This job aid covers how to approve and reject a time off request submitted by an employee.

## Approving or rejecting my employee's time off request

**1** Click the **My To Do** icon.
**2** Select the request in the left panel by clicking on it.
**3** Review the request details using the text and links shown in the right panel.
**4** In the bottom right of the screen, click the **Approve** or **Reject** button.
(Note: After approving a time off request, the time off hours will be added to the date on the employee's timesheet with the applicable time off category.)
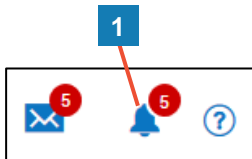
Select multiple requests using the checkboxes and click one of these options to mass approve or reject them.

My To Do Items **3**    My Notifications **1**

← My To Do Items                                                    REJECT    APPROVE

☐ Select all (0/0)                                                        ▼ (0)  •••

☐ CH  Approve/Reject Timesheet
       Apr 22, 2019 - May 5, 2019
       Carlos Hudson
       Created May 6, 2019, 4:56 am

       Approve/Reject Time Off Request
       Paid Time Off
       CH  Carlos Hudson (1026)

☐ CH  Approve/Reject Time Off Request
       Paid Time Off
       Carlos Hudson
       Created Apr 25, 2019, 10:43 am

                                    ▣ View Time Off Counts    ▣ Timesheet    ☷ View Scheduled People

                                    Manager 1          Max Blackburn    Cost Centers        Location 1/Dept 100

☐ AD  Approve/Reject Timesheet
       Nov 19, 2018 - Dec 2, 2018
       Amy Decker
       Created Dec 4, 2018, 5:15 pm        Created       Apr 25, 2019, 10:43 am   Time Off            Paid Time Off

                                           Date          Apr 30, 2019             Total Hours         8.00

                                                                                  REJECT    APPROVE

The **View Time Offs** link display's the employee's current accrual balance information. Click **X** or **Close** when finished.

## Time Off Counts                                                              X

◄ Page [1] of 1 ► 1 - 2 of 2 Rows | View By: Hours ▼

| Type | Accrued To | Current Accrued | Current Balance | Taken | Scheduled | Pending Approval |
|------|-----------|-----------------|-----------------|-------|-----------|------------------|
| Sick | 01/01/2021 | 80.00 | 80.00 | 0.00 | 0.00 | 0.00 |
| Accrual Year 01/01/2020 - 01/01/2021 | | | | | | |
| Vacation | 01/01/2021 | 120.00 | 120.00 | 0.00 | 0.00 | 0.00 |
| Accrual Year 01/01/2020 - 01/01/2021 | | | | | | |

◄                                                                            ►

CLOSE

**View Scheduled People** link shows you the status of other employee requests for the same date.

## View Scheduled People                                                        X

Rows On Page [200 ▼]  2 Rows ↻                                            ⚙ ▼ ⬆

Employee Filter: 👥 All Employees    Time Off Filter: 🔍 All Time Offs    Time Off To Display: ☑ Authorized  ☑ Pending Approval    Cost Center Filter: 🔍 All Cost Centers

| | First Name | Last Name | Employee Id | Date | Time Off | Time | Type | Time Off Comment |
|---|-----------|-----------|-------------|------|----------|------|------|------------------|
| | starts with ▼ | starts with ▼ | = ▼ | = ▼ | = ▼ | = ▼ | = ▼ | All ▼ |
| 📅 | Alan | Edwards | 1000 | 12/21/2018 | Vacation | 8.00 | Authorized | |
| 📅 | Adil | Wilcox | 1001 | 12/21/2018 | Vacation | 8.00 | Pending Approval | Adil Wilcox Wrote (11/29/2018 11:21 Travelling to see fa for the holiday |
| Total | | | | | | 16.00 | | |

◄                                                                            ►

Close