



# Approving or Rejecting a Time Off Request

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.
    - For exempt employees you must select the check box to remove the appropriate amount of regular hours in order to not exceed the employee's assigned schedule. (see page 2)
  - 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 <span style="float: right;">My Notifications 1</span>																	
<input type="checkbox"/> Select all (0/0)	<div style="text-align: right;"> <span>REJECT</span> <span>APPROVE</span> </div> <div style="text-align: right;"> <span>▼ (0)</span> <span>⋮</span> </div>																
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input type="checkbox"/> <span style="font-weight: bold; color: #0070c0;">CH</span> Approve/Reject Timesheet                      Apr 22, 2019 - May 5, 2019                      Carlos Hudson                      Created May 6, 2019, 4:56 am                 </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; background-color: #0070c0; color: white;"> <input checked="" type="checkbox"/> <span style="font-weight: bold; color: white;">CH</span> Approve/Reject Time Off Request                      Paid Time Off                      Carlos Hudson                      Created Apr 25, 2019, 10:43 am                 </div> <div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> <span style="font-weight: bold; color: #0070c0;">AD</span> Approve/Reject Timesheet                      Nov 19, 2018 - Dec 2, 2018                      Amy Decker                      Created Dec 4, 2018, 5:15 pm                 </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <h3>Approve/Reject Time Off Request</h3> <p>Paid Time Off</p> <p><span style="font-weight: bold; color: #0070c0;">CH</span> Carlos Hudson (1026) </p> <hr/> <div style="display: flex; justify-content: space-between; font-size: small;"> <span> View Time Off Counts</span> <span> Timesheet</span> <span> View Scheduled People</span> </div> <table style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td style="width: 25%;">Manager 1</td> <td style="width: 25%;">Max Blackburn</td> <td style="width: 25%;">Cost Centers</td> <td style="width: 25%;">Location 1/Dept 100</td> </tr> <tr> <td colspan="4"><hr/></td> </tr> <tr> <td>Created</td> <td>Apr 25, 2019, 10:43 am</td> <td>Time Off</td> <td>Paid Time Off</td> </tr> <tr> <td>Date</td> <td>Apr 30, 2019</td> <td>Total Hours</td> <td>8.00</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid #0070c0; padding: 2px 5px; font-weight: bold; color: white;">REJECT</span> <span style="border: 1px solid #0070c0; padding: 2px 5px; font-weight: bold; color: white;">APPROVE</span> </div> </div>	Manager 1	Max Blackburn	Cost Centers	Location 1/Dept 100	<hr/>				Created	Apr 25, 2019, 10:43 am	Time Off	Paid Time Off	Date	Apr 30, 2019	Total Hours	8.00
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## Removing Hours when Approving Exempt Employees Time Off

A notification will be displayed informing you that the total for the day will exceed the regular hours base on the employee's assigned schedule.

Select the appropriate check box corresponding to the request type, whether it is a full or partial day.

**Non-Exempt Employees: DO NOT CHECK THE BOX.** Hours worked should not be removed as the partial time-off request will make their scheduled hours whole for the day.

### Full Day Request

Click the check box to remove all regular hours for the requested date.

The screenshot shows the 'SharkTime Manager' interface. At the top, it asks 'Are you sure you want to approve this Time Off?'. Below this, there is a table with columns for Date, Amount, and Time Off. The data row shows 'Jul 29, 2021', '7.50 hrs', and '1 - Vacation'. A warning icon and date '07/29/2021' are displayed, followed by the message 'The total for this day will exceed 7.50 hours.' Below this, there is a checkbox labeled 'Remove 7.50 (All) regular hours from 07/29/2021.' which is checked and circled in red. There is a 'Comment' field and 'CANCEL' and 'APPROVE' buttons at the bottom.

### Partial Day Request

Click the check box to remove only the number of hours for the requested date.

The screenshot shows the 'SharkTime Manager' interface. At the top, it asks 'Are you sure you want to approve this Time Off?'. Below this, there is a table with columns for Date, Amount, and Time Off. The data row shows 'Jul 28, 2021', '2.00 hrs', and '3 - Sick'. A warning icon and date '07/28/2021' are displayed, followed by the message 'The total for this day will exceed 7.50 hours.' Below this, there are two checkboxes: 'Remove 7.50 (All) regular hours from 07/28/2021.' (unchecked) and 'Remove 2.00 regular hours from 07/28/2021.' (checked and circled in red). A red arrow points to the 'Remove 2.00 regular hours' checkbox. There is a 'Comment' field and 'CANCEL' and 'APPROVE' buttons at the bottom.