

Approve or Deny Leave Request Job Aid

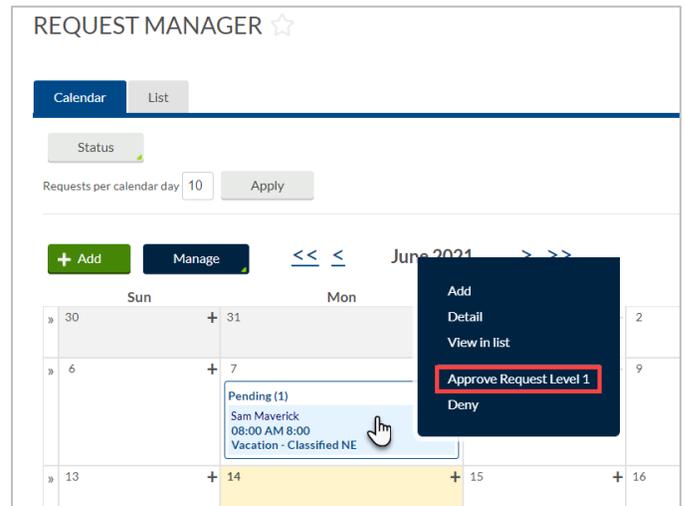
Once a leave request is entered by either the employee, Timekeeper, or the Manager, the employee’s Manager will need to approve or deny the request. Approving or denying a leave request also removes the ability to edit that request.

Note: Requests can also be approved using the Pending Time Off Request Dashboard widget.

Approving Leave Requests

- From the Request Manager screen (Tools > Requests), select the leave request from either Calendar or List view.

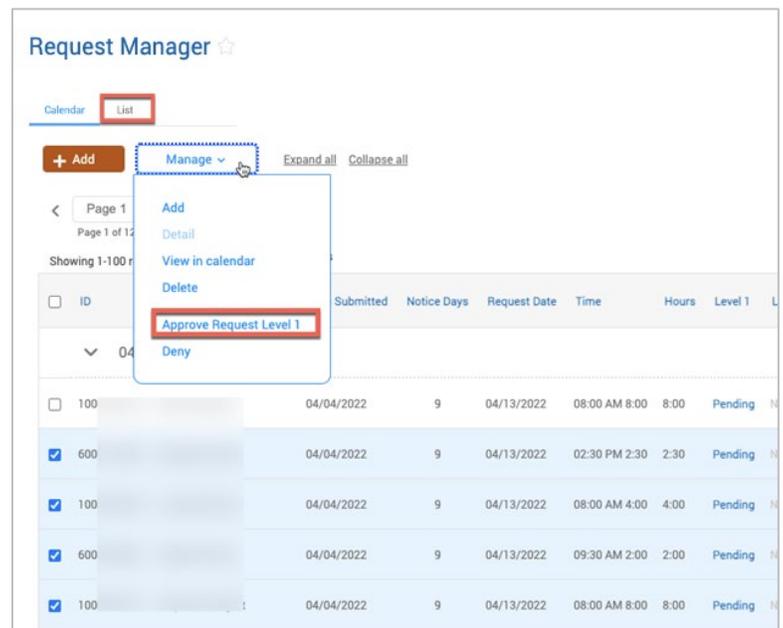
- In Calendar view, click on the request. It will turn blue when selected.



- In List view, click the check box or boxes for the request(s) to be approved.

Note: Use the list view to select and action multiple requests.

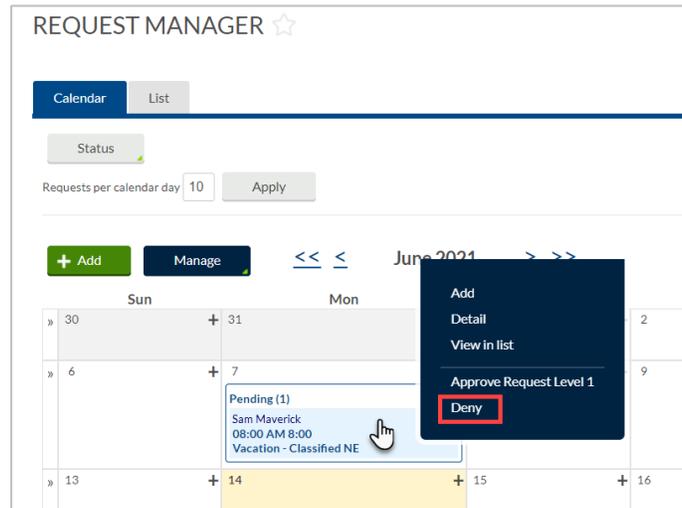
- Right-click on the request, or, select the Manage dropdown.
- Select Approve Request Level 1.



Note: Approving the request will transfer the leave request to the employee’s timesheet, where it will need to be reviewed and approved by both the employee and manager.

Denying a Time-Off Request

1. Select the request entered from either Calendar or List view.
2. Right click on the segment, or, select the Manage dropdown.
3. Select Deny from the list to mark the request as denied and prevent further editing.



Pending Time Off Request Dashboard Widget

Managers can also respond to Leave Requests from the Pending Time Off Request Dashboard widget. From here, to approve of the request click the check mark for the request. To deny the request, click the “X” for the request.

Note: *Selecting the check mark or “X” in the header will approve or deny all leave requests.*



PENDING TIME OFF REQUEST 3*

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Name	Date	Request	X	✓
Sara	10/18	Bereavement - 08:00 AM to 04:00 PM	X	✓
Sara	10/19	Bereavement - 08:00 AM to 04:00 PM	X	✓
Sara	10/20	Bereavement - 08:00 AM to 04:00 PM	X	✓

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