


How to Approve or Deny Time Away Requests

Note: Requests must be approved before the date of the request OR at least 3 business days before the end of the pay period of the request. Otherwise, the system will not allow you to approve the request and you must reject it.

1. Review the request information as it appears to determine if you would like to approve or deny the request.

The screenshot shows a table with the following columns: Action, Status, Employee, Reason, All Day, Start Date, End Date, and Total Time. A callout box points to the Action column, stating "Edit the request or add a comment". Another callout box points to the Reason column, stating "Pay Code: Refers to which balance the employee will be using for their time off." A third callout box points to the Status column, listing: "Statuses: ✓ - Approved, ● - Pending, ✗ - Denied". A fourth callout box points to the Total Time column, stating "Total Time: Per day hours are calculated based on employee's 'Average Daily Hours'".

Action	Status	Employee	Reason	All Day	Start Date	End Date	Total Time
▶ ✓ ✎ ✗ ●		Employee, Salaried	✎ Sick	<input checked="" type="checkbox"/>	8/20/2015	8/20/2015	1 day(s) / 8 hrs

2. Select the ✓ to approve or the ✗ to deny the request. You may also select ✎ to edit the request or add a comment before you approve or deny.
3. (Optional) Click the  button to search for previously approved or denied requests.