

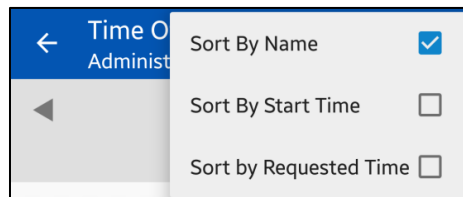


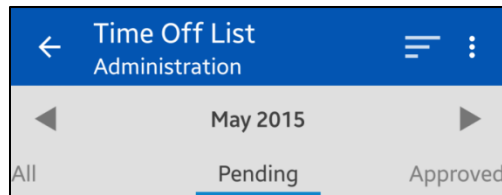
APPROVING or DENYING A TIME AWAY FROM WORK (TAFW) REQUEST

1. **Access the Time Off List module:** Tap on the Time Off List icon.
2. **Select the month to view requests in:** Tap on the arrows on either side of the displayed month and year to move to the next month.

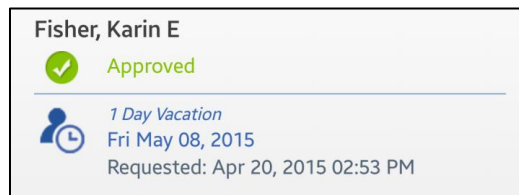
Note: At this point you also have the option to Show Comments on this screen by clicking on the menu icon  or sort by Name, Start Time, or Requested Time by clicking on the Sort  icon




3. **Review current TAFW Requests:** Swipe sideways on the grey ribbon at the top beneath the month and year to filter by current Pending, Approved, Denied, Cancellation Pending, or Canceled requests.



4. **Select the TAFW Request:** Tap on the row of the request you'd like to approve or deny.



5. **Approve or Deny the Request:** Tap on the menu button  and then click "Approve" or "Deny". If the request was previously approved, you will only have the option to deny, and if the request was previously denied, you will only have the option to approve.

