

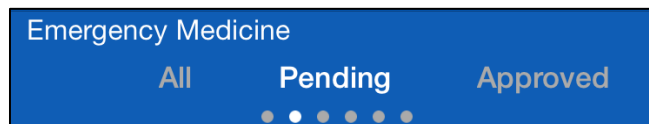
## APPROVING or DENYING A TIME AWAY FROM WORK (TAFW) REQUEST

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 Calendar icon in the lower left-hand corner to pull up a month picker. Scroll through to select the month and tap on “Done”.

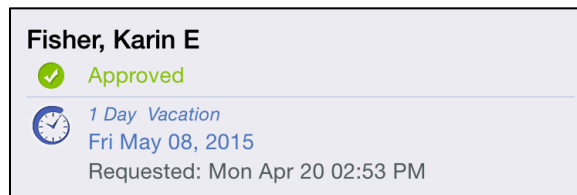
*Note: At this point you also have the option to Show Comments on this screen or sort by Name, Start Time, or Requested Time.*



3. **Review current TAFW Requests:** Swipe sideways on the blue ribbon at the top 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 “Approve” or “Deny” button. 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.

