

TIME & ATTENDANCE

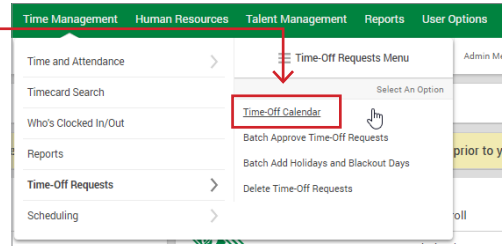
Administrators/Managers

REVIEWING TIME-OFF REQUESTS



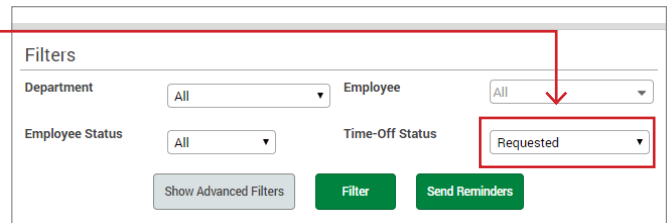
STEP 1

Navigate to Time Management > Time-Off Requests > Time-Off Calendar.



STEP 2

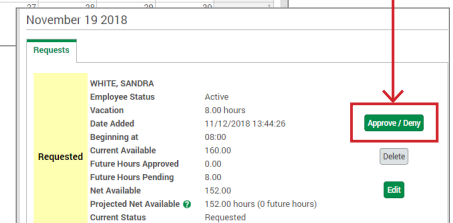
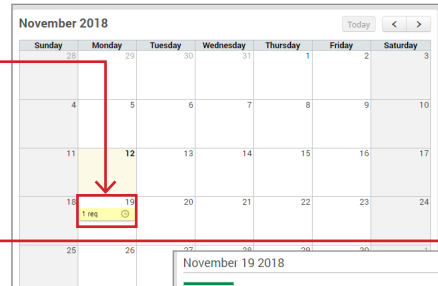
Filter by Time-Off Status of "Requested."



STEP 3

Ensure there are no Pending Requests within the Pay Period.

For any Pending Requests, select the request and approve or deny the request.



STEP 4

You also have the option to add comments when approving or denying the request.

The color will change on the Time-Off Calendar once approved or denied.

