

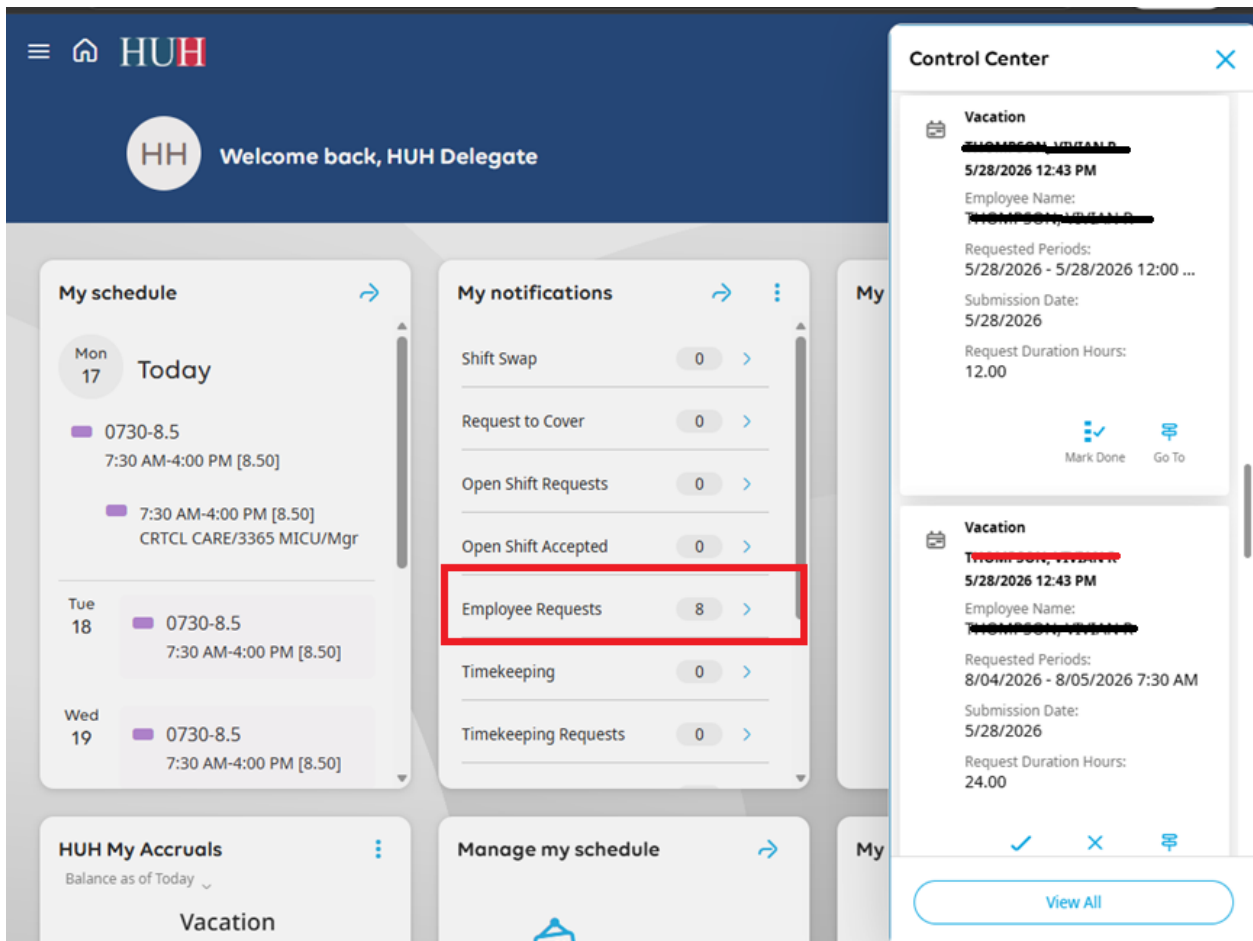
Manage Employee Time Off Requests

This job aid explains how to locate time off requests that have been submitted by your employees and how to approve, reject, or mark them as pending if necessary.

Locate Employee Time Off Requests

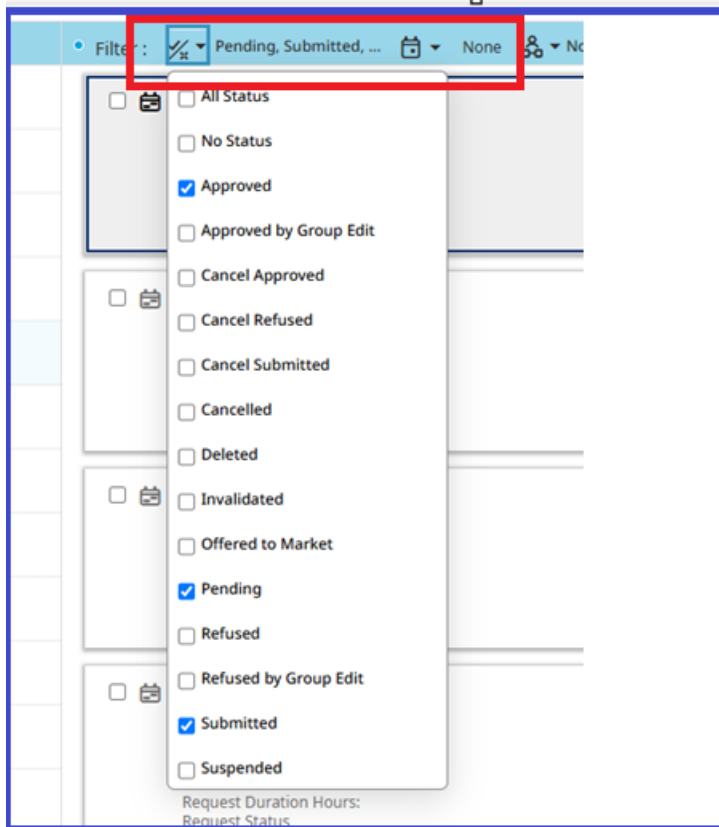
All submitted employee time off requests are directed to the manager or managers defined for each employee. Using Control Center, you can review notification details, filter and sort notifications and act on the pending requests.

1. Locate the My Notifications tile on your Home page and select **Employee Requests** or select the Bell icon in the upper right hand corner of the page and select **View All** button.



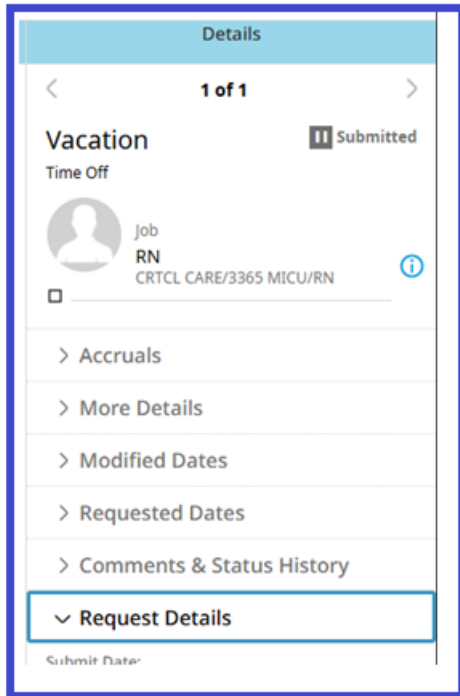
2. From the Filter menu, select the Status filter, and select the request status checkboxes that you wish to display. In this example, employee requests that are Approved, Pending and Submitted will be displayed.

3. From the Calendar menu, select the dates that you wish to manage requests. This applies to the Submitted date, not the dates the employee is requesting off.

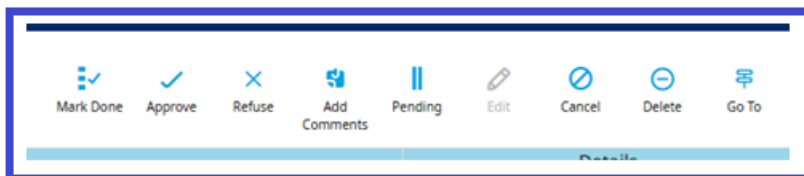


Respond to Time Off Requests in Control Center

1. Review each request details by selecting the request (shown with a blue highlight) and selecting menus in the Details panel.



2. When you are ready to take action on a request, simply select it and the use of icons on the top:
 - Select **Approve** to approve a request.
 - Select **Refuse** to reject a request.
 - Select **Add Comments** to provide more information back to the employee.
 - Select **Mark as Pending** to leave the request in a pending status to come back later.
 - Select **Cancel** if you need to cancel the request on behalf of the employee.
3. A confirmation message will appear at the top of the screen indication that your action was successful.
4. Employees and managers will receive notifications when requests change status.



Respond to Time Off Requests in the Schedule Using Absence Calendar

1. In the Current Schedule, select the Absence Calendar add-on at the bottom of the page.
2. In the Absence Calendar, select the date with a black dot to see an employee request.
3. In you have multiple request and dot need to review the details, use Approve in the Quick Actions tool bar to approve the requests. Otherwise, in the schedule grid, right-click the submitted time-off request to open the Time Off window.

4. When you are ready to take action on the request, simply select on of the actions:

- Select **Approve** to approve a request.
- Select **Refuse** to reject the request.
- Select **Cancel** if you need to cancel the request on behalf of the employee.
- Select **More Action** to Add a Comment or to Edit the request.

