Show Me How to Review Time-Off Requests

TIME-OFF REQUESTS



Navigate to Notification Center > Time-Off Requests.



STEP 2

For pending requests, you can approve or deny days individually by clicking "Approve" or "Deny."

To batch approve or deny, click the check box beside each request, then click "Batch Approve" or "Batch Deny" from the Actions drop-down menu.

You can also view requests that were auto decisioned with GONE[®] and require a review in the time-off calendar under the Review Needed section.

n >	Time-Off Requests) Batch App	prove Time-Off F	Requests												
Filter	5															
Search	or Make Selection	1	• •	Search or	Make Selection		is equal	to 🗸 Val	ue		Search	(0) 🔻				
Filter D Range	ate 00/00/	1000 to (00/	00/0000 C	lear Search	1										þ	Actions 🔻
i	Remove Request	hours are not	reflected in bi	alances until aj	pproved.									>	Batch Approv Batch Deny Batch Send R	e eminder
Search		3 records	selected					is 1 Nett								25
All	Employee	Date and Time	Department	Time Added	Time-Off Type	Hours Requested	Hours Available	Future Hours Approved	Future Hours Pending	Net Available	Projected Net Available	Reason	Approve	Deny	Last Reminder	Reminder
	ASARE, DAVID (A000) - Active	04/01/2020 08:00	π	04/06/2020 06:32:49	Emergency Paid Sick Leave Self	8.00	0.00	0.00	40.00	-40.00	0.00 hours (0.00 future hours)	Diagnosed with COVID- 19	Approve	Deny	Never	۲
	ASARE, DAVID (A000) - Active	04/02/2020 08:00	π	04/06/2020 06:32:49	Emergency Paid Sick Leave Self	8.00	0.00	0.00	40.00	-40.00	0.00 hours (0.00 future hours)	Diagnosed with COVID- 19	Approve	Deny	Never	۲
	ASARE, DAVID (A000) - Active	04/03/2020	п	04/06/2020	Emergency Paid Sick Leave Self	8.00	0.00	0.00	40.00	-40.00	0.00 hours (0.00 future	Diagnosed with COVID-	Approve	Deny	Never	۲





Show Me How to Review Time-Off Requests

TIME-OFF REQUESTS



You may also add comments to requests.

Туре	Hours	Available Hours	Future Hours Approved	Future Hours Pending	Net Hours Available	Projected Net Available 🕜	Beginning At	Status
V - Vacation	8.00	160.00	8.00	8.00	144.00	145.54 hours (0 future bours)	08:00	Requested



