

## Employee Time Off Requests

You can locate time off requests that have been submitted by your employees and take actions such as approve, reject, or delete. You may also add comments or cancel the request on behalf of the employee.

### 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 take action on pending requests.

#### Navigation: Home Page

1. From the Home page, locate the My Notifications tile and select **Employee Requests** or select the Bell icon and then select the **View All** button.
2. Select the **Status** filter dropdown list and then select the request status checkboxes that you wish to display. Some examples of status are Approved, Pending, or Submitted.
3. Select the **Calendar** icon to choose dates that you wish to manage. These dates apply to the date the employee submitted their request, not the dates that the employee is requesting off.
4. Select the **Hyperfinds** icon to search or refine requests.

### Respond to Time Off Requests using Control Center

You can review requests and respond to time-off requests in the Control Center.

#### Navigation: Main Menu > Bell icon > View All

1. From the Control Center, review the details of each request by selecting the request and viewing the **Details** panel.
2. When you are ready to take action on a request, select the appropriate option:
  - **Mark Read** to mark the request as read with no response
  - **Approve** to approve a request
  - **Refuse** to reject a request
  - **Add Comments** to provide more information to the employee
  - **Pending** to leave the request in a pending status to come back later

- **Edit** to make changes to the request
  - **Cancel** to cancel the request on behalf of the employee
  - **Delete** to delete the request
  - **Go To** to view this request in the employee's timecard
3. Once you have chosen an action, a confirmation message will appear indicating that it was successful.
  4. Employees and managers will receive notifications when requests change status.

## Respond to Time Off Requests using Absence Calendar

You can respond to time-off requests in the schedule using the Absence Calendar.

**Navigation:** Main Menu > Bell icon > View All

1. Select the **Absence Calendar** tab at the bottom of the page.
2. Select a date with a black dot to see an employee request.

**Note** You can use the Incoming Requests Count column to sort all requests up to the top of the schedule.

3. View employee requests in the schedule grid and right-click the submitted time-off request to open the **Time Off** glance.
4. To complete the request, select the appropriate option:
  - **Approve** to approve a request
  - **Refuse** to reject a request
  - **Edit** to edit the request
  - **Cancel** if you need to cancel the request on behalf of the employee
  - **Add Comment** to provide any comments to the employee

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