

**MY TEAM TIME OFF REQUESTS – APPROVE, DENY OR CANCEL**

## TIME OFF REQUESTS – APPROVE, DENY OR CANCEL

### THERE ARE TWO WAYS TO APPROVE/DENY OR CANCEL A TIME OFF REQUEST

The first way is to approve the time off request from the message center

Resources | Myself | My Team | People | Process | Reports | Setup

Party Mission: SITE IS UNDER CONSTRUCTION

Party News and Announcements

Links: HERE TO VIEW YOUR PAY STATEMENT, HERE TO VIEW OR UPDATE YOUR ADDRESS, HERE TO VIEW OR UPDATE YOUR DIRECT DEPOSIT

My Time Off

As of today:

Request Time Off Policy	Balance	Requests Pending	Requests Scheduled
PERSONAL PTR N...	16.00 H	0.00 H	0.00 H
SICK ADMIN	992.00 H	0.00 H	0.00 H
VAC ADMIN	108.00 H	0.00 H	0.00 H
RESERVE/VENT	--	0.00 H	0.00 H
JURY DUTY	--	0.00 H	0.00 H

\* Balance /Request Amount D (Days); H (Hours)  
\* The balances include future transactions

From the message center you can review, approve, reject or view history – YOU CANNOT VIEW AVAILABLE BALANCES

NOV 17 2014 1:10

From	Subject	Received	Status	Action
Gilbert, Mary E	Employee - Time Off Request: Gilbert, Mary E	11/18/2014 01:48:21 PM	New	Review
Automatic Notification	PayrollSchedule Load	11/17/2014 07:03:33 PM	New	Approve
Automatic Notification	PayrollSchedule Load	11/17/2014 07:03:33 PM	New	Reject
Klein, Judith	The time off request for Williams, Corine is approved by Klein, Judith: Williams, Corine	11/17/2014 10:55:35 AM	New	View History

## The second way to approve time off is **My Team – Time Off – List of Requests**

You can approve the request at this point or you can check your team schedules and the employee available time.

Team > Time Off  
List of Requests

 You have **2** PENDING REQUESTS

Pending Requests Request History

Mark all approved

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Action	Employee Name	Submitted On	Request Period	Time Off Policy	Amount	Comments	Schedule
Leave Pending	Williams, Corine	11/18/2014	12/19/2014	VAC ADMIN - VACATION EXEMPT	6.00 hours		Check Schedule
Leave Pending	Gilbert, Mary	11/18/2014	11/26/2014	VAC PT TECH - VACATION PART TIME	6.00 hours		Check Schedule

Process Requests

Click on the **date** - here you can see available balances and you can approve, deny or cancel the request. You can also check the schedule from here

### Time Off Request for Corine Williams

Status: **PENDING Approval** by Klein, Judith  
Submitted By: Williams, Corine on 11/18/2014

Position: ASCON - Assistant Controller (Primary) (Active)  
HL8014857

Balances as of: 12/19/2014

Time Off Policy	Balance
PERSONAL FTR NON FAC...	0.00 hours
SICK ADMIN	75.00 hours
VAC ADMIN	14.35 hours
BEREAVEMENT	-- hours
JURY DUTY	-- hours

Check Schedule

Date Range  
Start Day: 12/19/2014 To End Day: 12/19/2014

Request Details

Date	Time off Policy	Amount	Start Time
Fri, Dec 19, 2014	VAC ADMIN - VACATIO...	8.00 hours	08:00 AM

Total: Includes 1 day 8.00 hours

Comments:

Approve Deny Cancel Cancel Request



