Editing a Time Off Request as a Manager/Timekeeper

If you need to edit an employee's time off request as the manager/timekeeper, you can do so from the employee's schedule or in the Control Center.

Important points to remember:

- **Approval status:** You can only edit a time off request if the timecard has not been approved for payroll.
- **Manager access:** Depending on your access level, you may need to contact the employee's manager if significant changes are required.

To edit the time off request from the employee's schedule:

1. Click the main menu ⊜ ⌂ 🏛ROCHESTER then click **Schedule**, then **Basic Scheduling**:

2. Find the employee's time off request on the calendar. (To filter, use your [hyperfinds](#), if needed.)

Notes:

- o A request that has been submitted through the time off request process will appear in purple.
- o Approved time off requests appear in green.
- o Time off requests that have been entered directly into the timecard (not through the time off request process) will appear in **black**.

3. When you find the employee you're looking for, right-click on the time off block and choose **Edit** from the menu.
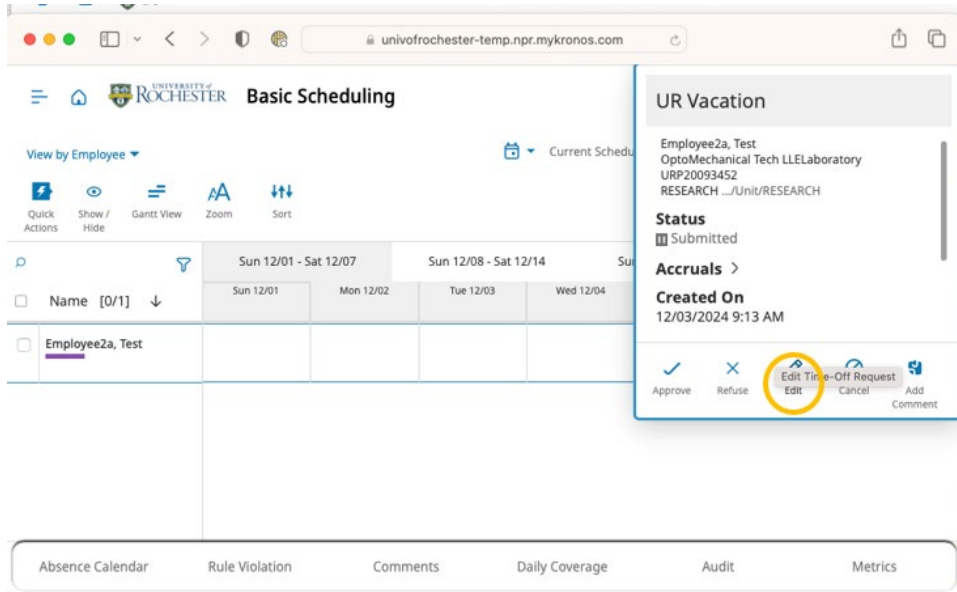
4. Modify the dates, duration, paycode (if applicable), or add any necessary comments. Click **Review** to see the updated details and then **Approve** your changes to save.
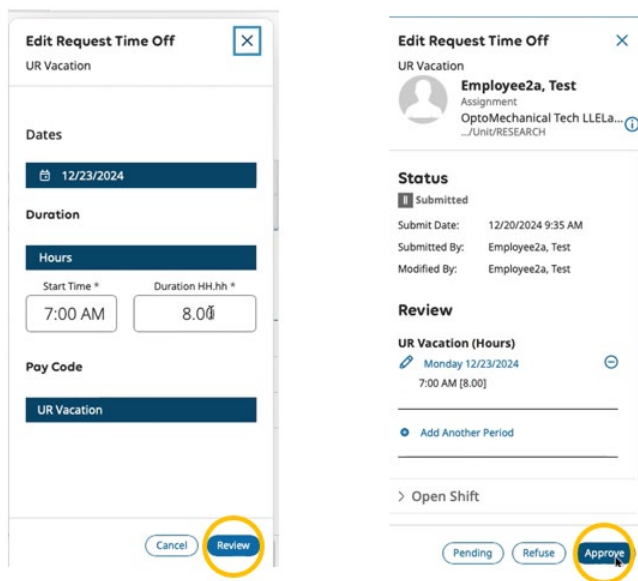
The request will then appear in green as Approved on the schedule and will appear in purple on the timecard.