

Employee Time Off Requests

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

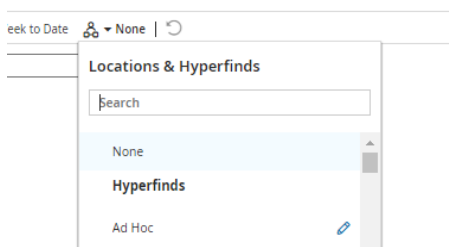
Locate Employee Time Off Requests

Time off requests are directed to the manager or those designated as symbolic users by department. . Using Control Center, you can review notification details, filter, and sort notifications and take action on the pending requests.

Navigation: Home page

1. Locate the My Notifications tile and select **Employee Requests** or select the Bell icon in the upper right corner of the page and select the **View All** button at the bottom of the popup.
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.

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. **Hint for Symbolic users:** If you are seeing requests for those who are not on your team, use the hyperfind list to view your team. If you do not see a list that accommodates your team, please enter a helpdesk ticket so one can be created.



There are several ways to respond to time off requests, either by using the Control Center, Absence Calendar or Time-Off Planner.

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 > Control Center

1. Review each request's details by selecting the request (shown with a blue highlight) and selecting the menus in the Details panel.
2. When you are ready to take action on a request, simply select it and then use the icons on the top:
 - Select Approve to approve a request.
 - Select Refuse to reject a request.

Locate and Manage Time-Off Requests

- 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 indicating that your action was successful.
 4. Employees and managers will receive notifications when requests change status in their Control Center or they can see the status under My Information > My Schedule from the main menu.

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 > Schedule > Current Schedule

1. Select the **Absence Calendar** add-on 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. If you have multiple requests and do not 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. To complete the request, do one of the following.
 - Select **Approve** to approve a request.
 - Select **Refuse** to reject a request.
 - Select **Cancel** if you need to cancel the request on behalf of the employee.
 - Select **More Actions** to Add a Comment or to Edit the request.

Reviewing Time-Off Requests Using Time-Off Planner

You can respond to time-off requests in the schedule using the Time-Off Planner. This feature incorporates the Absence Calendar with a schedule view that only shows requests, not scheduled shifts.

Navigation: Main Menu > Schedule > Time-Off Planner

1. From **Time-Off Planner**, select the **Absence Calendar** add-on 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. If you have multiple requests and do not need to review the details, use **Approve in the Quick Actions** toolbar to approve the requests. Otherwise, in the schedule grid, right-click the submitted time-off request to open the **Time Off** window.

4. To complete the request, do one of the following.
 - Select **Approve** to approve a request.
 - Select **Refuse** to reject a request.
 - Select **Cancel** if you need to cancel the request on behalf of the employee.
 - Select **More Actions** to Add a Comment or to Edit the request.