

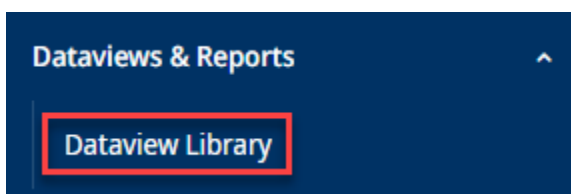


Respond to Time Off Requests from a Dataview

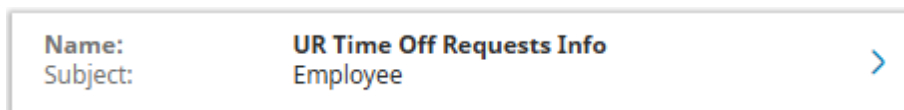
Timekeepers can locate time off requests that have been submitted by using a Dataview. Here you can locate the requests from a group of employees, review their statuses, and take actions such as approve, refuse, or cancel.

Navigation: Main Menu > Dataview Library > UR Time Off Requests Info

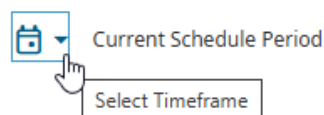
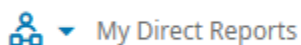
1. From the Home page, locate the **Main Menu** (upper left) and select the **Dataviews & Reports** dropdown and click on **Dataview Library**.



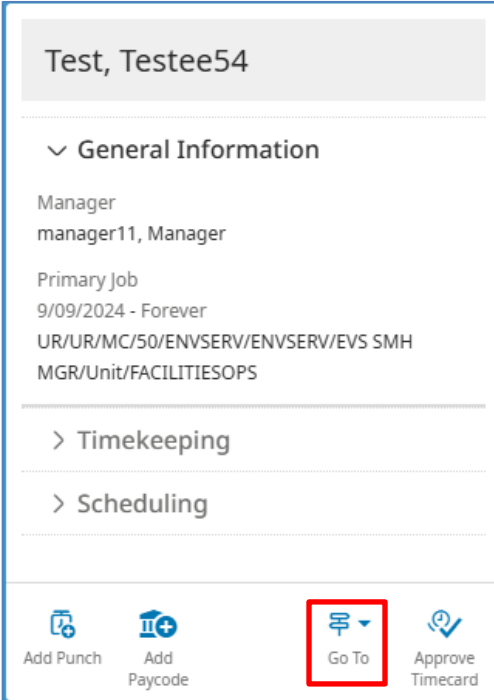
2. From the **Dataview Library**, select the **UR Time Off Requests Info**.



3. Select the **Hyperfinds** icon to search or refine requests and 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. Here you can review the status of their request:
- **Approved** – Request has been approved
 - **Refused**– Request has been refused
 - **Cancelled** – Request has been Cancelled
 - **Submitted**– Request has been Submitted, but no action has been taken
5. To take action on a **Submitted** request, **right click** anywhere on the row of that employee’s request. This will open up a window for that employee. Click on **Go To** then select **Schedule**.



Test, Testee54

▼ General Information

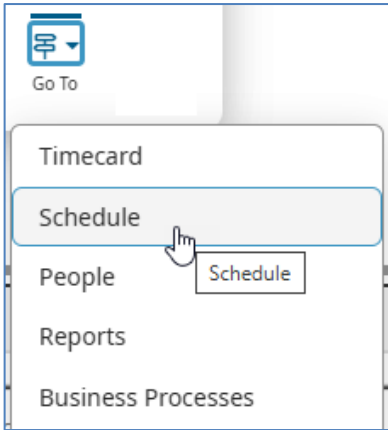
Manager
manager11, Manager

Primary Job
9/09/2024 - Forever
UR/UR/MC/50/ENVSERV/ENVSERV/EVS SMH
MGR/Unit/FACILITIESOPS

> Timekeeping

> Scheduling

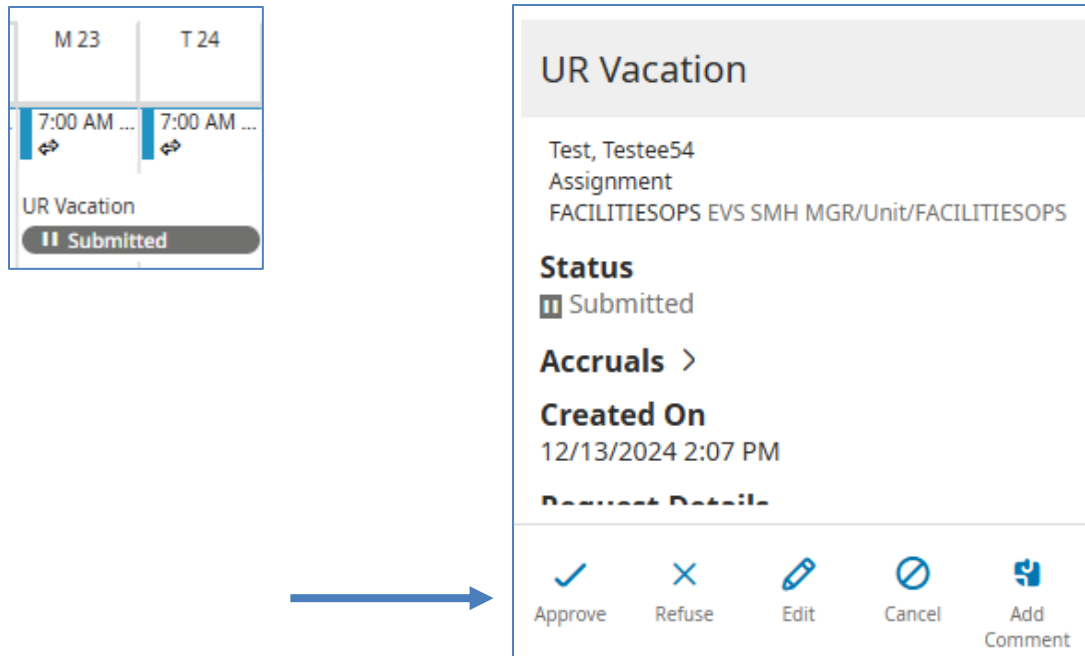
Add Punch Add Paycode **Go To** Approve Timecard



Go To

- Timecard
- Schedule**
- People
- Reports
- Business Processes

6. Locate the request on the **Basic Scheduling Calendar** and **right click** on the request. A window will appear where you can take action on this request.



7. The employee will receive notification of your action. If approved, it will show on their calendar and, *closer to the time off date*, on their timecard.

