

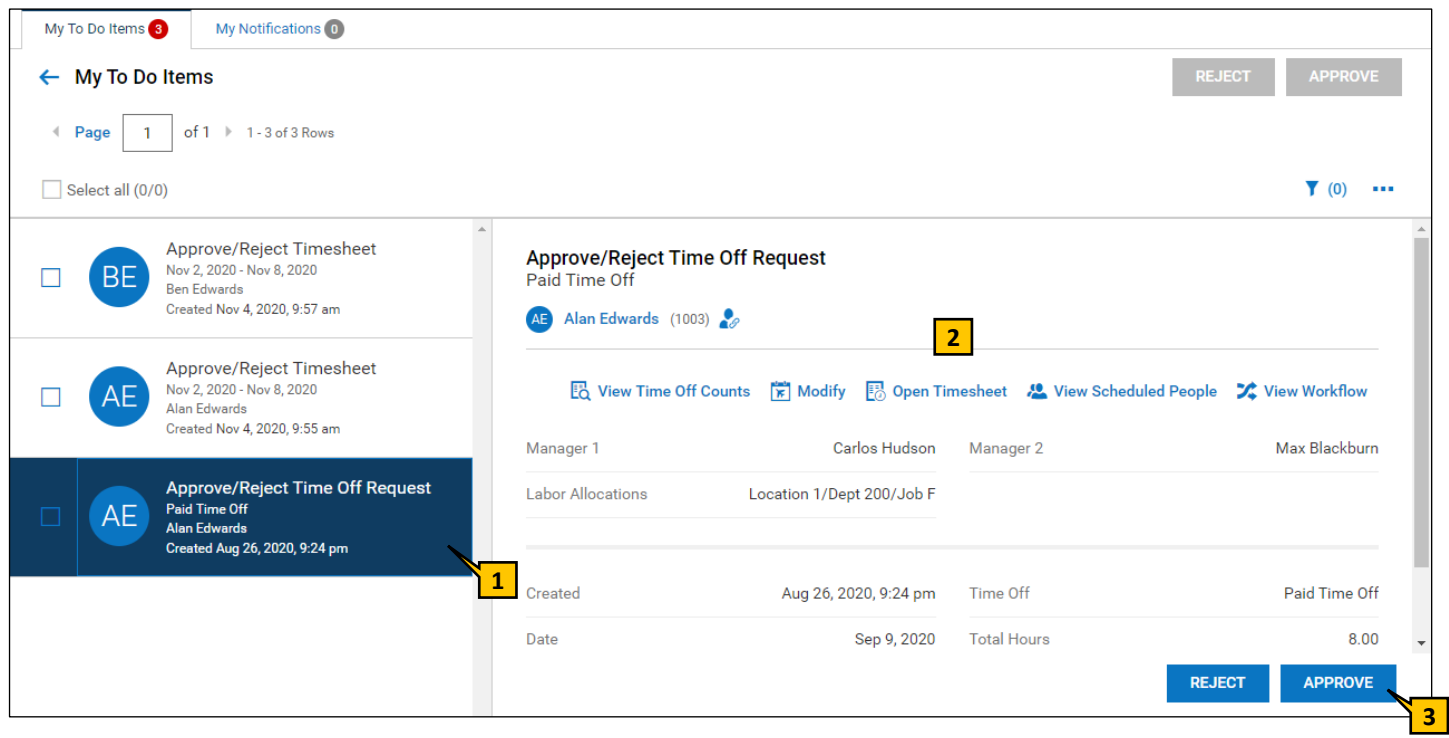
## Approve Time Off Requests

This job aid outlines how to review and approve or reject a time off request submitted by an employee.

### Approve or reject a Time Off Request

Navigation: Select **My Mailbox**  in the top right of your screen.

1. Select the request you wish to view from the left panel. Information about the request displays.
2. Review the request details using the text and available links in the right panel. Helpful links include:
  - **View Time Counts:** displays employee's current accrual balance information.
  - **Modify:** allows manager to modify the employee's request.
  - **View Scheduled People:** displays status of other employee requests for the same date.
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Time Off Request. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**.



My To Do Items 3 My Notifications 0

← My To Do Items REJECT APPROVE

Page 1 of 1 1 - 3 of 3 Rows

Select all (0/0) ▼ (0) ...

BE Approve/Reject Timesheet  
Nov 2, 2020 - Nov 8, 2020  
Ben Edwards  
Created Nov 4, 2020, 9:57 am

AE Approve/Reject Timesheet  
Nov 2, 2020 - Nov 8, 2020  
Alan Edwards  
Created Nov 4, 2020, 9:55 am

AE Approve/Reject Time Off Request  
Paid Time Off  
Alan Edwards  
Created Aug 26, 2020, 9:24 pm

**Approve/Reject Time Off Request**  
Paid Time Off

AE Alan Edwards (1003) 2

[View Time Off Counts](#) [Modify](#) [Open Timesheet](#) [View Scheduled People](#) [View Workflow](#)

Manager 1 Carlos Hudson Manager 2 Max Blackburn

Labor Allocations Location 1/Dept 200/Job F

Created	Aug 26, 2020, 9:24 pm	Time Off	Paid Time Off
Date	Sep 9, 2020	Total Hours	8.00

REJECT APPROVE 3

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