

# Managing Employee Time Off Requests

## *Quick Reference*

**Notes:** For more detailed information about the tasks described below, see the online help. To access the online help, click the **Help** link in the upper right corner of any main Time & Attendance page.

In order to access the necessary menu options, select **Manager** from the Role Selector before starting any of the procedures below.

### To Approve or Deny Time Off Requests

- 1 From the **Time & Attendance** menu, select **Home**.
- 2 In the **Inbox**, click **Time Off Requests**.
- 3 Under **Description**, click the request description of the request you want to review.
- 4 In the window that opens below the **Description**, click **Time Off Requests**.
- 5 On the **Time Off Request** page, select either the **Approve** or **Deny** check box for each request.
- 6 Use the **Comments** field to enter additional information.
- 7 When you have marked each row as approved or denied, click **Approve Request**, **Deny Request**, or **Partially Approve Request** to submit the review. The label on the button will depend on how you marked each row.

### To Cancel Time Off Requests

- 1 From the **Time & Attendance** menu, select **Timecards**.
- 2 Click **Time Off Requests**.
- 3 On the **Time Off Requests** page, click the request number of the request you want to cancel. Only requests that are pending review and were created during the current calendar year are displayed.
- 4 To view requests with other statuses, select a status from the **Status** menu.
- 5 Click **Cancel Request** and click **OK**.

### To View a List of Your Employees' Time Off Requests

- 1 From the **Time & Attendance** menu, select **Timecards**.
- 2 Click **Time Off Requests**.

- 3 Select a status from the **Status** menu. The possible statuses are:

<b>Status Type</b>	<b>Meaning</b>
Pending Review	The request has been submitted, but has not yet been reviewed.
Pending Requester Acceptance	The request was partially approved, but has not yet been accepted or canceled by the requester.
Approved	The request was fully approved and applied to the requester's schedule.
Accepted	The request was partially approved, accepted by the requester, and applied to his/her schedule.
Denied	The request was denied.
Canceled	The request was canceled by you, another supervisor or administrator, the requester, or ezLaborManager.

- 4 To view requests for a different year, make a selection from the **Year** menu.
- 5 To view more detailed information about a request, click the request number in the far-left column.