

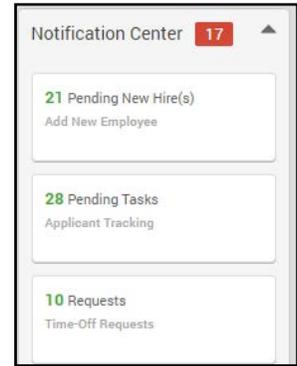
Show Me How

to Review Time-Off Requests

TIME-OFF REQUESTS

STEP 1

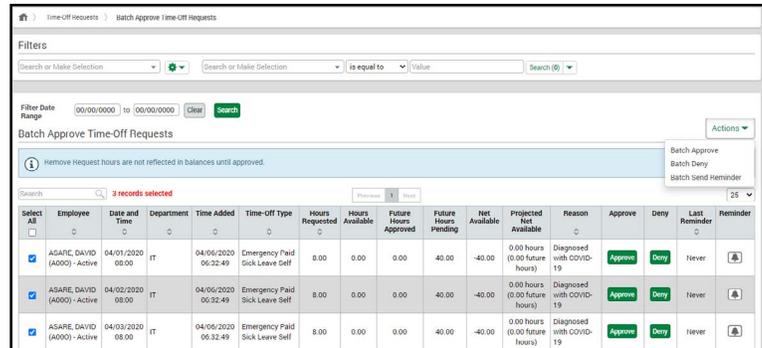
Navigate to Notification Center > Time-Off Requests.



STEP 2

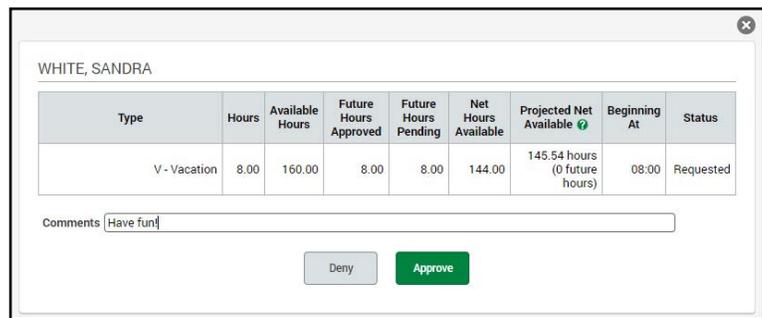
For pending requests, you can approve or deny days individually by clicking "Approve" or "Deny."

To batch approve or deny, click the check box beside each request, then click "Batch Approve" or "Batch Deny" from the Actions drop-down menu.



STEP 3

You may also add comments to requests.



ADMINISTRATORS AND MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.

