**Instructions-Approving Pending Time Off**

Please remember, you must approve any pending time off ***prior*** to approving employee’s timecards.

Instructions are below:

Go to:  My Team => Time Off => List of Requests. Please select one of the options:

1. Mark to approve
2. Mark to deny (make sure to communicate the reason for the denial to the employee as appropriate)
3. Mark to cancel (make sure to communicate the reason for the cancellation to the employee as appropriate)

Scroll down and click on “Process Request” blue Button. After approving the time off, please go back to employee’s timecard and approve it as usual. If employees have approved their timecards prior to you approving the time off, they will be required to approve it again.  Screen shot below:

