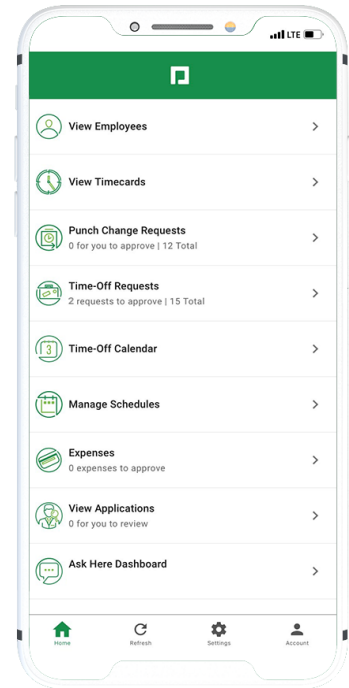# Show Me How

to Approve Time-Off Requests with Manager on-the-Go®
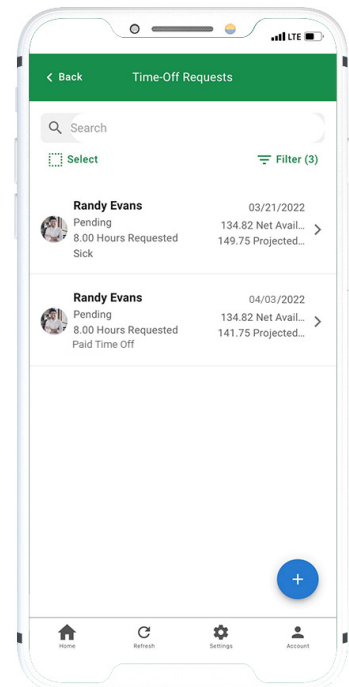
TIME-OFF REQUESTS

STEP 1

Log in to Manager on-the Go and navigate to Time-Off Requests.

STEP 2

A list of outstanding requests appears. Tap on a request to review further details.

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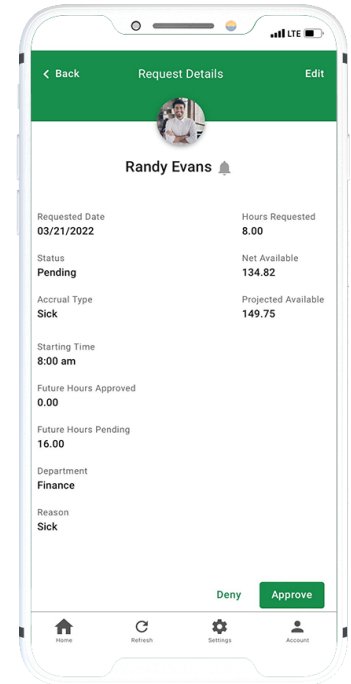Visit the Help Menu for the most up-to-date version of this guide.

paycom®

Show Me How

to Approve Time-Off Requests with Manager on-the-Go®
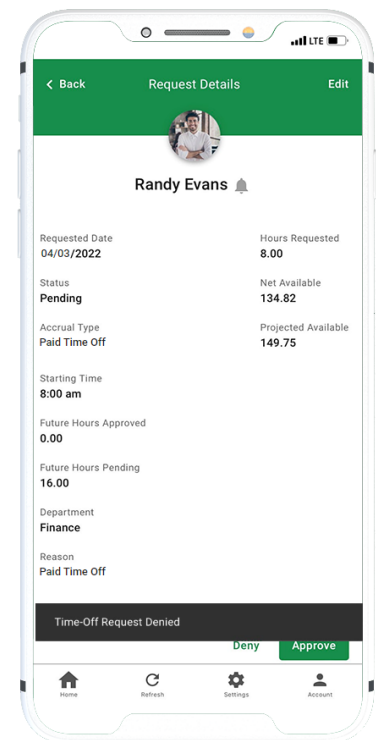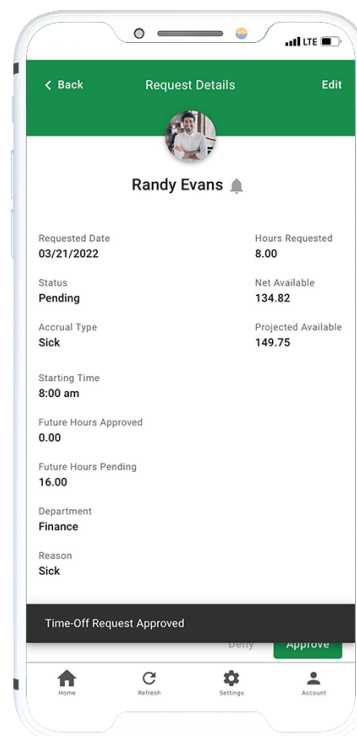
TIME-OFF REQUESTS

STEP 3

Tap "Approve" when finished.

STEP 4

A confirmation message appears at the bottom of the screen.

Tapping "Deny" removes the request and a notification is sent to the requestor and their manager.

MANAGERS

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

paycom®