

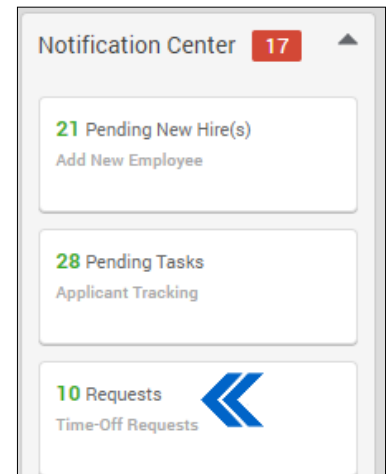
Show Me How

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.

You can also view requests that were auto decided with GONE® and require a review in the time-off calendar under the Review Needed section.

Select	Employee	Date and Time	Department	Time Added	Time-Off Type	Hours Requested	Hours Available	Future Hours Approved	Future Hours Pending	Net Available	Projected Net Available	Reason	Approve	Deny	Last Reminder	Reminder
☒	ASARE, DAVID (A000) - Active	04/01/2020 08:00	IT	04/06/2020 06:32:49	Emergency Paid Sick Leave Self	8.00	0.00	0.00	40.00	-40.00	0.00 hours (0.00 future hours)	Diagnosed with COVID-19	Approve	Deny	Never	
☒	ASARE, DAVID (A000) - Active	04/02/2020 08:00	IT	04/06/2020 06:32:49	Emergency Paid Sick Leave Self	8.00	0.00	0.00	40.00	-40.00	0.00 hours (0.00 future hours)	Diagnosed with COVID-19	Approve	Deny	Never	
☒	ASARE, DAVID (A000) - Active	04/03/2020 08:00	IT	04/06/2020 06:32:49	Emergency Paid Sick Leave Self	8.00	0.00	0.00	40.00	-40.00	0.00 hours (0.00 future hours)	Diagnosed with COVID-19	Approve	Deny	Never	

ADMINISTRATORS AND MANAGERS

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

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TIME-OFF REQUESTS

STEP 3

You may also add comments to requests.

WHITE, SANDRA

Type	Hours	Available Hours	Future Hours Approved	Future Hours Pending	Net Hours Available	Projected Net Available	Beginning At	Status
V - Vacation	8.00	160.00	8.00	8.00	144.00	145.54 hours (0 future hours)	08:00	Requested

Comments

Have fun!

Deny

Approve