

How To See Pending Requests

There are 2 ways to see pending requests.

Option 1 under Calendar View

Navigation: My Time > Time Off > Request

The shaded entries are the ones that are not yet approved

Market Axess 04:46 PM (EDT) My Time

My Time > Time Off > Request

← Time Off Request

Time Off Type
Choose...

▼ Accrued Balances Details

Jun 13, 2023 Augmented Leave ▼

| | | | | |
|-------------------------------|--------------------|-------------------------------|------------------------|-------------------------------|
| 10.00 days Current Accrued | 0.00 days Taken | 10.00 days Current Balance | 0.00 days Scheduled | 0.00 days Pending Approval |
|-------------------------------|--------------------|-------------------------------|------------------------|-------------------------------|

SEP 2022 Today

| SAT | SUN | MON | TUE |
|-----|-----|--------------------------------------|-----|
| 27 | 28 | 29 | 30 |
| | | Vacation (AUG 29 - SEP 2, 40.00 hrs) | |
| 3 | 4 | 5 Holiday (8.00 hrs) | 6 |
| 10 | 11 | 12 | 13 |

Option 2 under Time History

Navigation: My Time > Time Off > History

For anything in the past select Past year

For anything in the future select Next year

Status New indicates that it is pending approval

The screenshot shows the 'My Time' interface. On the left is a dark sidebar with 'MY INFO' at the top. Below it are menu items: 'My Time' (selected), 'Timesheet', 'Time Off', 'Request', 'History' (highlighted), and 'Balances'. The main content area shows the breadcrumb 'My Time > Time Off > History' with a red arrow pointing to it. Below is a 'Time Off History' section with a 'Period' dropdown menu set to 'Past year', also indicated by a red arrow. A 'Vacation' entry is shown with the following details:

| Vacation | |
|-----------------------|----------------------|
| Date | Aug 29 - Sep 2, 2022 |
| Amount | 8.00 hours |
| Consolidated Time Off | 40.00 hours |
| Submitted On | Aug 18, 2022 |
| Status | New |

The 'New' status is highlighted with a red box. A trash icon is visible at the bottom right of the entry.