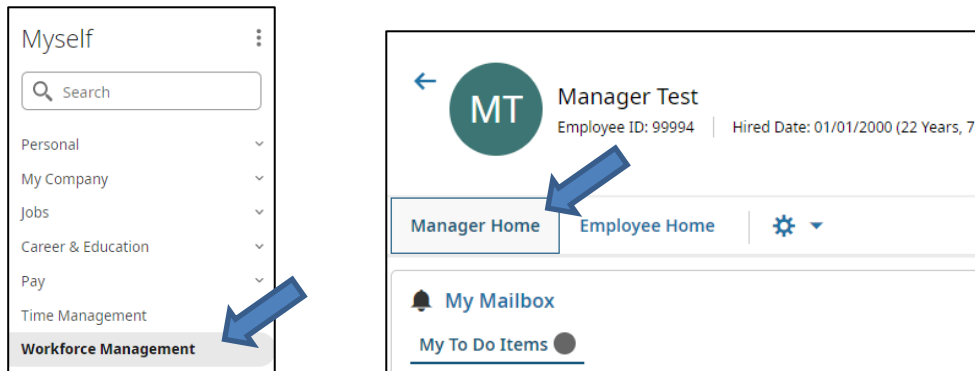


Approve Employee Time Off Requests

Navigation into UltiPro through OKTA: **Myself > Workforce Management > Manager Home**



Approve or reject a Time Off Request

Navigation: Select **My Mailbox** in the top right of your screen.

1. Select the request you wish to view from the left panel. Information about the request displays.
2. Review the request details using the text and available links in the right panel. Helpful links include:
 - **View Time Counts:** displays employee’s current accrual balance information.
 - **Modify:** allows manager to modify the employee’s request.
 - **View Scheduled People:** displays status of other employee requests for the same date.
3. Select **Approve** or **Reject** at the bottom of the screen to take action on the selected Time Off Request. A confirmation dialog box displays.
4. Enter a comment (optional) in the dialog box and select **Approve**

