Approve Employee Time Off Requests

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

Myself	*	
Q Search		Manager Test
Personal	~	Employee ID: 99994 Hired Date: 01/01/2000 (22 Years, 7 H
My Company	~	
Jobs	~	Manager Home Employee Home
Career & Education	~	
Pay		
Time Management		My Mailbox
Workforce Management		My To Do Items 🜑

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

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Page	1 of 1 ▶ 1-3 of 3 Rows		
Select all (0/0)		Y (0) •••
BE	Approve/Reject Timesheet Nov 2, 2020 - Nov 8, 2020 Ben Edwards Created Nov 4, 2020, 9:57 am	Approve/Reject Time Off Request Paid Time Off Alan Edwards (1003)	
	Approve/Reject Timesheet Nov 2, 2020 - Nov 8, 2020 Alan Edwards Created Nov 4, 2020, 9:55 am	Konstant Carlos Hudson Manager 2	iew Scheduled People 🏾 🎗 View Workflow Max Blackburn
	Approve/Reject Time Off Request Paid Time Off Alan Edwards Crested Aug 26, 2020, 9:24 pm	Labor Allocations Location 1/Dept 200/Job F	
	Approve/Reject Time Off Request Paid Time Off Alan Edwards Created Aug 26, 2020, 9:24 pm	Labor Allocations Location 1/Dept 200/Job F	Paid Time Off
	Approve/Reject Time Off Request Paid Time Off Alan Edwards Created Aug 26, 2020, 9:24 pm	Labor Allocations Location 1/Dept 200/Job F Created Aug 26, 2020, 9:24 pm Time Off Date Sep 9, 2020 Total Hours	Paid Time Off 8.00