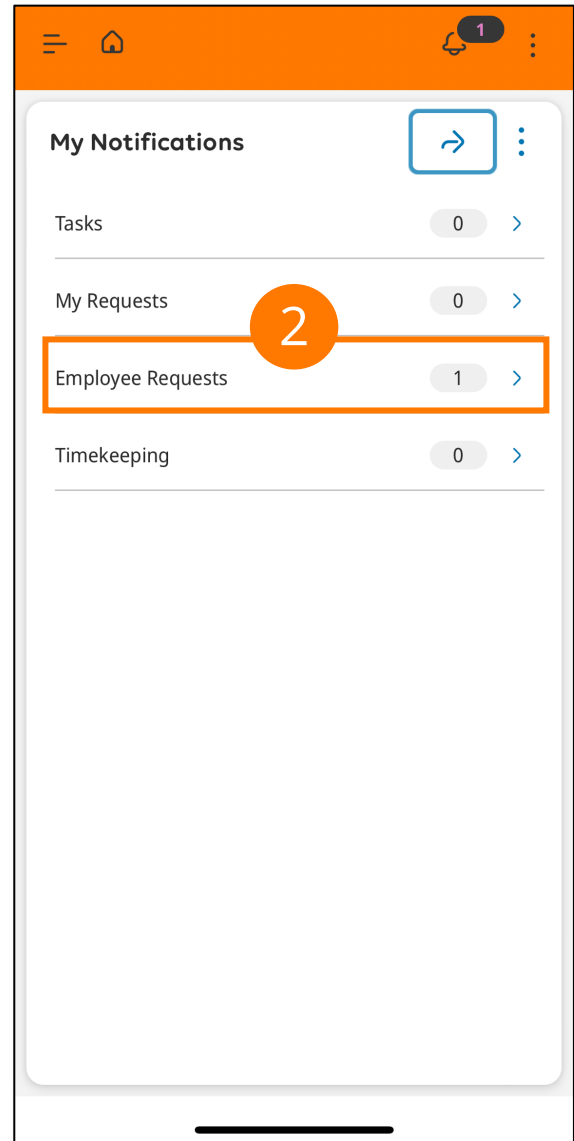
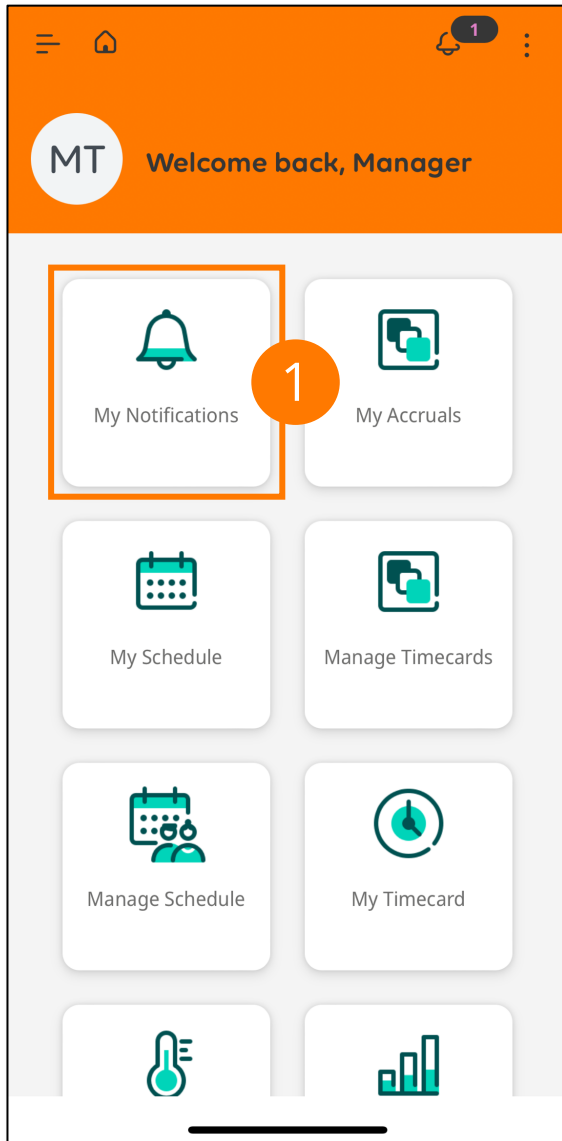




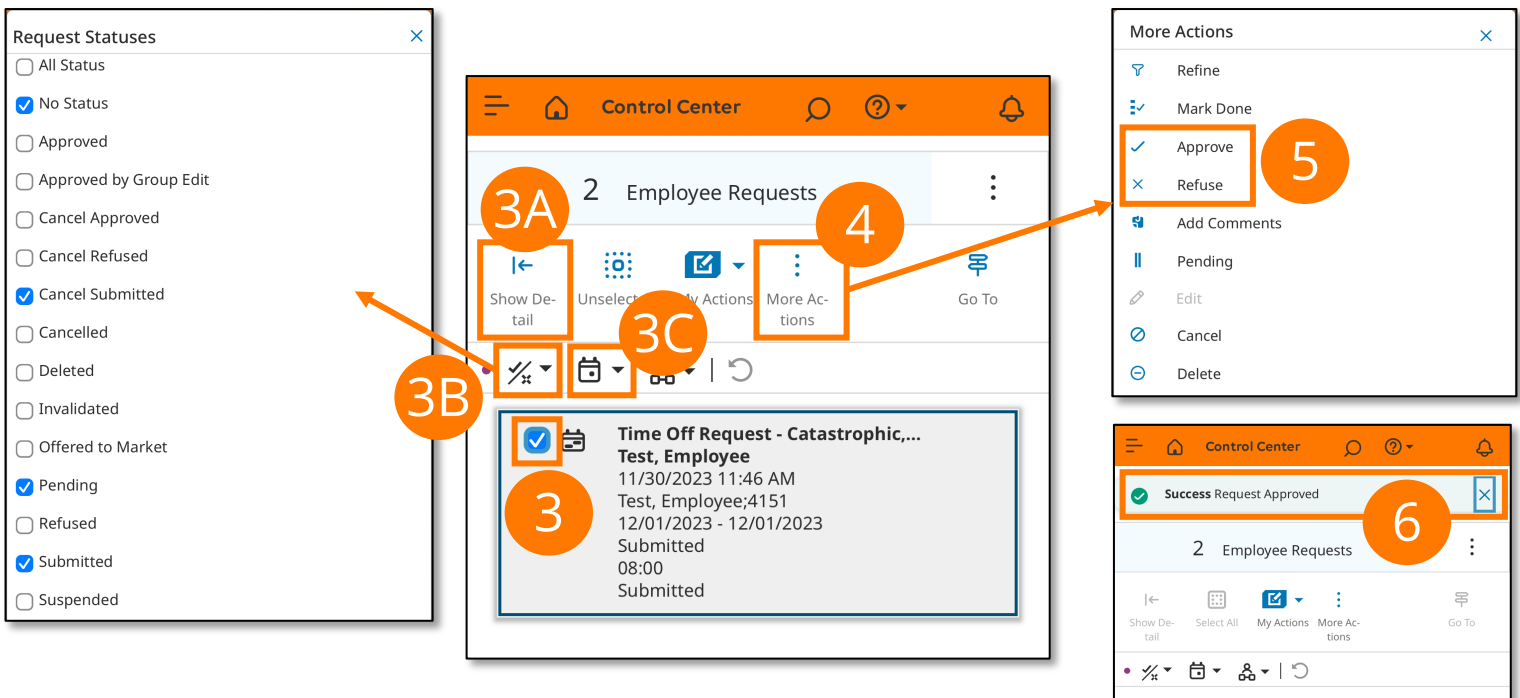
Approve, Deny Time Off

1. Tap the **My Notifications** tile.
2. Tap **Employee Requests**.



Approve, Deny Time Off (Continued)

3. Tap the **checkbox** of the request or requests to approve or deny.
 - A. To view more details of a request, tap **Show Detail**.
 - B. To filter the results by Request Status, tap the  icon and select/unselect the box of the request status you would like to show/hide.
 - C. To filter the results by Timeframe, tap the calendar  icon and make your selection.
4. Tap **More Actions**.
5. Tap **Approve** or **Refuse** accordingly.
6. A **success message** will appear on the screen.



A team member will receive a notification and an email once a request has been approved or denied.