

Approve, Deny, and Send Time Off Requests Back

Time off requests require approval. The approval task is routed to the Manager's Inbox.

1. Click the **Profile** icon.
2. Click the **Inbox** link.
3. Click the **Time Off Request**.
4. Click the **View Balances** button to view an employee's time off balances (optional).
5. Click **Approve**, **Send Back**, **Add Approvers** (this option may be under the More menu) or **More**. From the **More** menu, you can select **Deny** or **Cancel**.

Review Time Off Request: Betty Liu

44 second(s) ago - Due 08/14/2016; Effective 08/15/2016

For Betty Liu

Overall Process Time Off Request: Betty Liu

Overall Status In Progress

Due Date 08/14/2016

Details to Review

2 items

Date	Day of the Week	Type	Requested	Unit of Time
08/15/2016	Monday	Vacation (Hours)	8	Hours
08/16/2016	Tuesday	Vacation (Hours)	8	Hours

View Balances

Approve Send Back More

- Add Approvers
- Deny
- Cancel

6. If approved, click the **Detail and Process** arrow to view the employee's time off summary.