



## Managers – Time Off Request Procedures

### Viewing or Editing an Employee's Time Off Request

You can edit requests that you created and are pending approval.

**My Team > Time Off > List of Requests > Request History**

1. Select the employee.  
Use the filtering options to narrow your search results by Team Member Name or Date Range.
2. Select the request.  
Use the filtering options to narrow your search results by Status, Policy, or Date Range.
3. Click the **Action** icon next to the request you want to edit, and select **View/Edit**.
4. To edit the request that you created, do one or more of the following:
  - To add or delete a day, click the **Calendar** icons to select **Start Day** and **End Day** and then click the **Refresh** icon.
  - Click **Change Recurrence** to set a recurrence pattern and select the frequency.
  - Click **Edit Each Day Individually** to edit information for each day of the request.
  - Select a **Time Off Policy**.
  - Enter the number of hours/days in the **Amount** field.
  - Select a **Start Time**.
  - Enter comments in the **Comments** field, if necessary.
  - To cancel a date from the request, click the **Cancel** icon next to the request date.
  - To cancel the entire request, click **Cancel Request** and do the following:
    - Enter your comments in the **Reason for Canceling** field.
    - Click **Yes**.

### Approving a Time Off Request for an Employee

You can approve an employee's time off request in the Message Center.

**Message Center**

1. Click the **Message Center** icon.
2. Select the time off request, click on the **Action** icon, and select **Review**.
3. To verify the employee's time off policy balances, review the **Balances** section of the page.
4. On the Time Off Request page, click **Check Schedule** to see whether someone else has an approved, denied, or pending request for the same date.  
Canceled requests are displayed on the Completed tab of the Message Center.
5. Optional: Enter comments.  
Depending on your company setup, comments may be visible to the employee.
6. Click **Approve**.



## Canceling an Employee's Time Off Request

### Message Center

1. Click the **Message Center** icon. Select the time off request and then select **Review** in the Action column.
2. Optional: On the Time Off Request page, click **Check Schedule** to see whether someone else has an approved, denied, or pending requests for the same date.  
**Canceled requests are displayed on the Completed tab of the Message Center.**
3. Optional: Enter comments.  
**Depending on your company setup, comments may be visible to the employee.**
4. Click **Cancel Request**.
5. Enter your comments in the **Reason for Canceling** field.
6. Click **Yes**.