Time Off: Manage an Employee's Absences   **Manager**
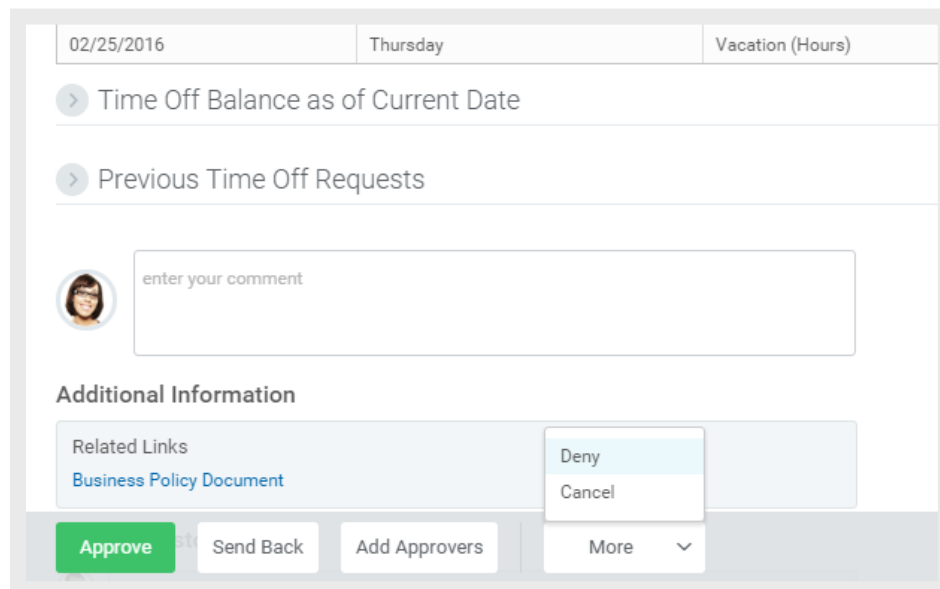
About the Time Off Worklet

Time Off Requests always require approval. The approval task is normally routed to the Manager's inbox so that the manager can either approve or deny the request. If you have assigned tasks that are not yet complete, the Inbox holds those tasks until the manager addresses them. To view these tasks, click the **Inbox** link.

Approve, Deny, and Send Time Off Requests Back

1. Click the **Profile** icon.

2. Click the **Inbox** link.

3. Click the **Time Off Request**.

4. Click **Approve**, **Send Back**, **Add Approvers** or **More**. From the **More** menu you can select **Deny**, or **Cancel**.

5. If approved, click the **Detail and Process Arrow** to view the employee's Time Off Summary.
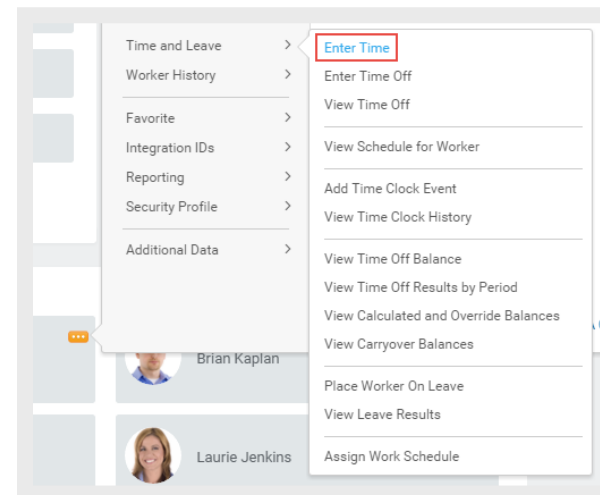
6. If sent back or denied, enter comment.

About the Team Time Off Worklet

The Team Time Off worklet is where a manger would enter or correct time off for an employee.

Enter Time Off for a Direct Report

From the My Team worklet:

1. Hover over the employee for whom you want to enter time off.

2. Click the **Related Actions** icon next to the employee.

3. Select **Time and Leave** > **Enter Time Off**.

4. Select the day(s) for the time off.

5. Click **Request Time Off** button.

6. Enter the **Type** of time off requested. The **Daily Quantity** field may default with the employee's daily scheduled hours based on how it is configured. If so, it is usually editable. Enter comment confirming manager completed on behalf of employee.

7. Click **Submit** to save.

Correct Time Off for a Direct Report

In order to correct time off for a direct report, you must have the correct permissions enabled for the task.

From the Team Time Off worklet:

1. Click **Correct Time Off** under Actions. This option only works after a time off request has been submitted and approved.

2. Select the affected employee.

3. Click **OK**.

4. Click a time off entry to open the details.

5. Select the days off you want to correct.

6. Correct a previously approved time off entry by entering the correct number of hours per day. Enter "0" to remove approved time off days.

7. Enter a comment.
8. Click **Continue**.
9. Click **Submit**.

View an Employee's Upcoming Time Off

From the **Team Time Off** worklet:

1. Click **All Time Off** under View.
2. Enter your **Organization**.
3. To include subordinate organizations and/or managers, select the check box. You can also select a specific date range if desired.
4. Click **OK** to run the report.