



# Approve and Manage Time-off Requests

Time-off requests can be submitted by employees or created by you on their behalf. When an employee submits a time off request, you will receive a notification to approve the request. When you create time off on behalf of your employees, it is approved automatically.

To approve or deny a time-off request from **Computer**:

1. Use one of the following methods to view the request:
  - Go to the **Schedule Editor** from the **Schedule** tab and view the request in the cell corresponding to the employee.
  - Select the notification icon in the top-right corner.
  - Go to the **Time Off** tab to view the request.
2. Select the required time-off request.
3. Select **Approve** or **Deny** in the pop-up window. The employee will receive a notification immediately.

To approve or deny a time-off request from **Mobile**:

1. Use one of the following methods:
  - Tap **Time Off** from **Pending Actions** on the **Home** page. Tap **Approve** or **Deny** in the required time-off request.
  - Tap **Requests** from the bottom of the page and Tap **Approve** or **Deny** in the required time-off request.

The definitions of the statuses are as below:

Status	Description
<b>Pending</b>	You're yet to process the time off request
<b>Approved</b>	You've approved the request
<b>Denied</b>	You've declined the request
<b>Canceled</b>	The request has been canceled by the employee

