

# How to approve "Leave Request"

Log on to your Dashboard. Under "Pending Time Off Request" you will see who needs to be approved.

\* 106 employees were not calculated in this total.

### PENDING TIME OFF REQUESTS 81\*

Name	Date	Request	15/81	✓
<a href="#">Barbara Waddell</a>	05/25/2018	Wellness Leave - 08:00 AM to 04:00 PM	✕	✓
Barbara Waddell	05/28/2018	Holiday - 08:00 AM to 04:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/04/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/05/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/06/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/07/2018	Vacation Pay - 04:30 PM to 06:00 PM	✕	✓
<a href="#">Carlos Aleman</a>	06/05/2018	Sick Leave - 03:15 PM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/11/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/12/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/13/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/14/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓

### MISSED PUNCHES 17\*

Name	Type	Date	15/17	✓
Barbara Waddell	Missed In	05/21 12:45 P - 04:30 P	✓	✓
Barbara Waddell	Missed In	06/11 01:00 P - 03:00 P	✓	✓
Courtney Grimes	Missed In	06/11 08:00 A - 11:00 A	✓	✓
Jeanette Perry	Missed In	06/01 01:00 P - 05:00 P	✓	✓
Jock McCrary	Missed In	06/11 01:00 P - 01:00 P	✓	✓
Joelee Ashley	Missed Out	06/07 01:00 P - 01:00 P	✓	✓
Kelle Lillie	Missed Out	06/04 07:00 A - 01:00 P	✓	✓
Laronda Freeman	Missed Out	06/07 01:30 P - 06:00 P	✓	✓
Michelle Chavez	Missed Out	06/01 01:00 P - 04:15 P	✓	✓
Michelle Chavez	Missed In	06/06 07:00 A - 12:15 P	✓	✓
Richard Bates	Missed In	06/07 01:00 P - 05:30 P	✓	✓
Ronald Hall	Missed Out	06/08 07:00 A - 07:00 A	✓	✓
Shauna Kennedy	Missed Out	06/07 12:15 P - 06:00 P	✓	✓
Sheri Mummert	Missed Out	06/05 07:00 A - 08:00 A	✓	✓
Sheri Mummert	Missed Out	06/05 09:00 A - 11:30 A	✓	✓

[Jump to Group Hours](#)

### REQUIRED APPROVALS

Name	Type	Date
Adam Chavez	Manager Approval	06/11 C
Amanda Shirey	Manager Approval	06/07 C
Amanda Shirey	Manager Approval	06/11 C (TS)
Amanda Shirey	Manager Approval	06/12 C (TS)
Amanda Shirey	Manager Approval	06/13 C (TS)
Amanda Shirey	Manager Approval	06/14 C (TS)
Angie Lewis	Manager Approval	06/11 C
Barbara Waddell	Manager Approval	06/11 C
Barbara Waddell	Manager Approval	06/11 C
Bernardino Mendoza	Manager Approval	06/11 C
Bobby Fisher	Manager Approval	06/11 C

At the bottom of the "Request" is link to "Jump to Request Manager"

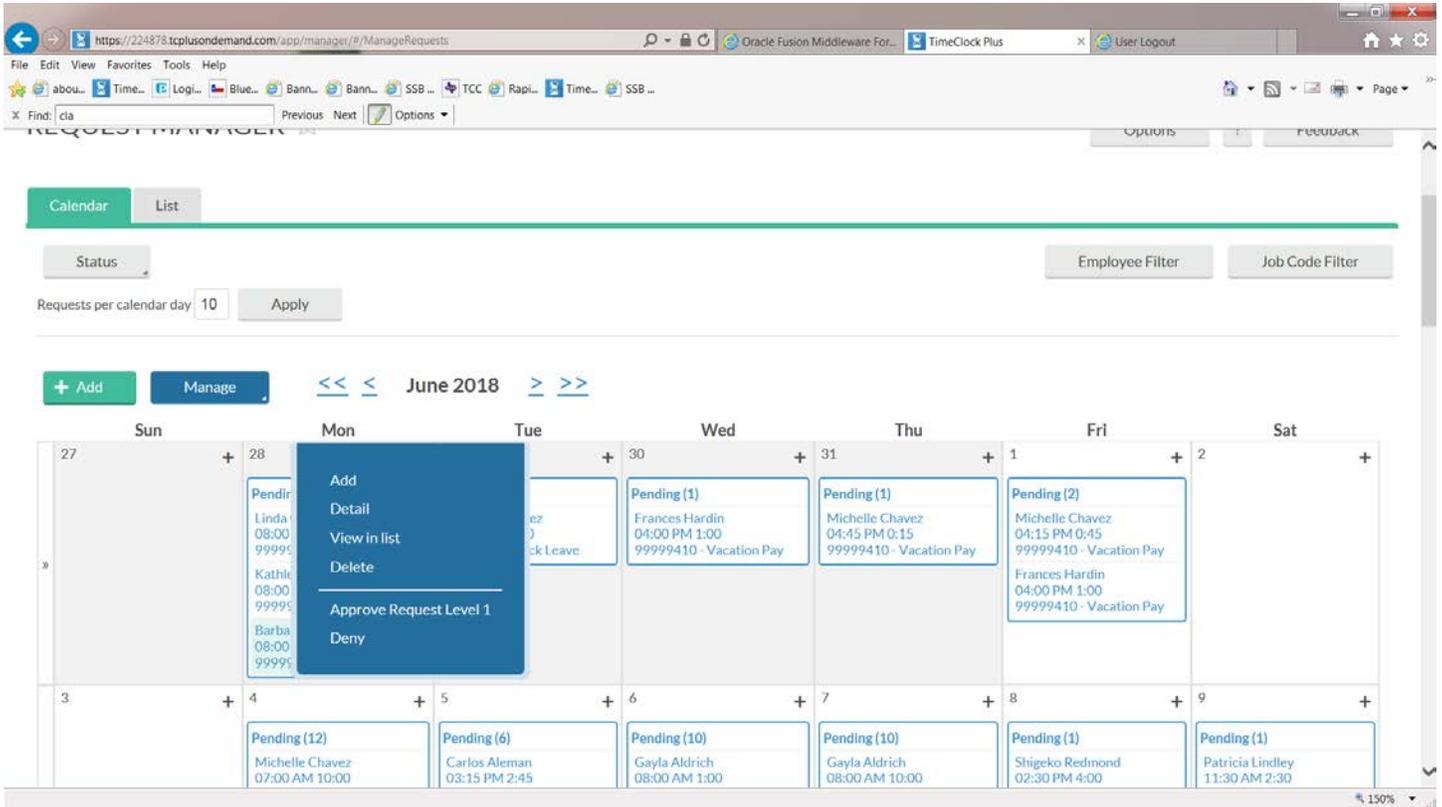
<a href="#">Barbara Waddell</a>	05/25/2018	Wellness Leave - 08:00 AM to 04:00 PM	✕	✓
Barbara Waddell	05/28/2018	Holiday - 08:00 AM to 04:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/04/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/05/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/06/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Barbara Waddell</a>	06/07/2018	Vacation Pay - 04:30 PM to 06:00 PM	✕	✓
<a href="#">Carlos Aleman</a>	06/05/2018	Sick Leave - 03:15 PM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/11/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/12/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/13/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Catherine Hoffman</a>	06/14/2018	Vacation Pay - 08:00 AM to 06:00 PM	✕	✓
<a href="#">Christopher Thames</a>	06/07/2018	Vacation Pay - 07:00 AM to 08:00 AM	✕	✓
<a href="#">Christopher Thames</a>	06/07/2018	Vacation Pay - 05:00 PM to 06:00 PM	✕	✓
<a href="#">Christopher Thames</a>	06/05/2018	Vacation Pay - 07:00 AM to 08:00 AM	✕	✓

[Jump to Request Manager](#)

### CONFLICTING SEGMENTS 0\*

Adam Chavez	Manager Approval	06/11 C
Amanda Shirey	Manager Approval	06/07 C
Amanda Shirey	Manager Approval	06/11 C (TS)
Amanda Shirey	Manager Approval	06/12 C (TS)
Amanda Shirey	Manager Approval	06/13 C (TS)
Amanda Shirey	Manager Approval	06/14 C (TS)
Angie Lewis	Manager Approval	06/11 C
Barbara Waddell	Manager Approval	06/11 C
Barbara Waddell	Manager Approval	06/11 C
Bernardino Mendoza	Manager Approval	06/11 C
Bobby Fisher	Manager Approval	06/11 C
Bradley Spear	Manager Approval	06/08 C
Bradley Spear	Manager Approval	06/11 C
Bradley Spear	Manager Approval	06/11 C

You may view them in the “calendar” mode and approve one at a time by right clicking on the name and selecting “Approve Request Level 1”



Or you may select to view in “List” clicking in each box. Once you have selected all of the request that you wish to approve, right click on any “blue segment” and select Approve Request Level 1.

