


Managing Employee Time Off Requests

Quick Reference

Note: For more detailed information about the tasks described below, see the ezLaborManager online help. To access the online help, click the  button in the upper right corner of any main ezLaborManager page.

To Approve or Deny Time Off Requests

- 1 From **Manager Home**, in Inbox, click **Time Off Requests**.
- 2 Under the Description section, click the request description of the request you want to review.
- 3 In the window that opens below the **Description** section, click the **Time Off Request** link.
- 4 On the **Time Off Request** page, select either the **Approve** or **Deny** check box for each request.
- 5 Use the **Comments** field to enter additional information.
- 6 When you have marked each row as approved or denied, click the **Approve Request**, **Deny Request**, or **Partially Approve Request** button to submit the review. The label on the button will depend on how you marked each row.

To Cancel Time Off Requests

- 1 In **Manager Home**, select the **Time Off Requests** link from the menu.
- 2 In the left column on the **Time Off Requests** page, click the request number of the request you want to cancel. Only requests that are pending review and were created during the current calendar year are displayed. To view requests with other statuses, select a status from the **Status** menu.
- 3 Click **Cancel Request** and click **OK**.

To View a List of Your Employees' Time Off Requests

- 1 In **Manager Home**, select the **Time Off Request** link from the menu.
- 2 Under the **Time Off Request** section, select a status from the **Status** menu. The possible statuses are:

Status Type Meaning

| | |
|------------------------------|---|
| Pending Review | Request has been submitted, but not yet reviewed. |
| Pending Requester Acceptance | Request was partially approved, but not yet accepted or canceled by the requester. |
| Approved | Request was fully approved and applied to the requester's schedule. |
| Accepted | Request was partially approved, accepted by the requester, and applied to his/her schedule. |
| Denied | Request was denied. |
| Canceled | Request was canceled by you, another supervisor or administrator, the requester, or ezLaborManager. |

- 3 To view requests for a different year, make a selection from the **Year** menu.
- 4 To view more detailed information about a request, click the request number in the far-left column.

- 5 To view requests by employee selection, go to **Manager Home**, and select the **Employee Time Off Requests** from the menu.