Managing Time Off Requests (TOR)

When an employee submits a Time Off Request (TOR), it is forwarded to the employee's manager for review. The manager has four ways to approve a TOR:

1) Home Screen – Employee Pending Requests box
2) Email notification
3) Mobile UD WorkForce – Employees tab
4) Home Screen – Review Time Off Requests (shown below)

**Approving a Time Off Request (TOR)**

   a. The **Time Off Review Summary** lists pending requests.

   ![Time Off Review Summary](image)

2. Click an employee’s TOR. The request for that employee appears. It includes the hours requested, remaining bank balances, and history of the request.

   ![Request Summary](image)

   Notice the **Request Summary** includes a button called **View Group Calendar**. It displays any other time off requests already approved to ensure you have coverage for the work period.

3. Select **Approve Request**. Use the (optional) **Manager Comments** to forward comments about the TOR to the employee.

   ![Approve Request](image)

4. Click **Approve Request**.

5. The approved request now appears under the **All Requests** tab with the status of “Approved.”

   ![Approved Request](image)

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**Cancelling an Approved Time Off Request (TOR)**

**Note** – Before cancelling a TOR, a manager should have a discussion with the employee about the reason.

1. To cancel an approved TOR, select it on the **All Requests** tab.

2. Click **Cancel Request** button

3. The **Reason for Cancellation** pop-up window appears.
   a. It is best practice to enter a reason for cancellation.
   b. Then click **Cancel Request** button

   ![Reason for Cancellation](image)

4. The status of the request on the **All Requests** tab changes from “Approved” to “Cancelled.”

5. To see the history of the TOR, click the cancelled request under the **All Requests**.

   ![Cancelled](image)

6. The **Workflow** tab shows a detailed history of the TOR.

   ![Workflow](image)