

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)

1. Select **Review Time Off Requests** on the Home Screen.
 - a. The **Time Off Review Summary** lists pending requests.

Employee ID	Employee Name	Type	Start Date	End Date
999988	Dumbledore, Albus Perciva...	Time off - Vacation	06/22/2020	06/22/2020

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.

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.

[View Group Calendar](#)

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

Date	Pay Code	Value
Mon 06/22/2020	Vacation	7.5 Hours ...

4. Click **Approve Request**.
5. The approved request now appears under the **All Requests** tab with the status of "Approved."

Employee ID	Employee Name	Type	Request Status	Start Date	End Date
999988	Dumbledore, Albus Perciva...	Time off - Vacation	Approved	07/30/2020	07/31/2020

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.

Employee ID	Employee Name	Type	Request St...	Start Date
999995	Black, Sirius (Order of the P...	Time off - Sick	Approved	06/05/2020
999988	Dumbledore, Albus Perciva...	Time off - Vacation	Approved	07/30/2020
999988	Dumbledore, Albus Perciva...	Time off - Vacation	Approved	06/29/2020

2. Click **Cancel Request** button

Date	Pay Code	Value
Thu 07/30/2020	Vacation	7.5 Hours ...
Fri 07/31/2020	Vacation	7.5 Hours ...

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

Employee asked me to cancel the TOR, since their vacation plans changed.

[Cancel Request](#) [Keep Request](#)

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**.

Employee ID	Employee Name	Type	Request Status	Start Date
999995	Black, Sirius (Order of the Phoe...	Time off - Vacation	Pending	09/28/2020
999995	Black, Sirius (Order of the Phoe...	Time off - Vacation	Cancelled	06/29/2020

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

Date	Pay Code	Value
Mon 06/29/2020	Vacation	8.0 Hours ...
Tue 06/30/2020	Vacation	8.0 Hours ...
Wed 07/01/2020	Vacation	8.0 Hours ...
Thu 07/02/2020	Vacation	8.0 Hours ...