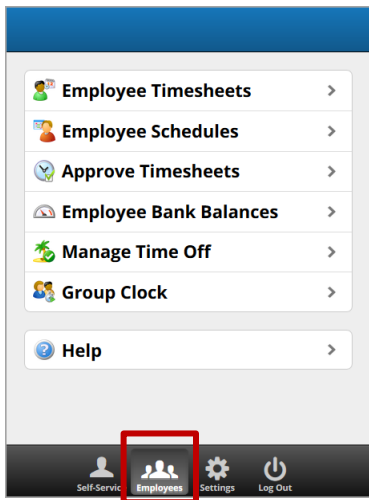
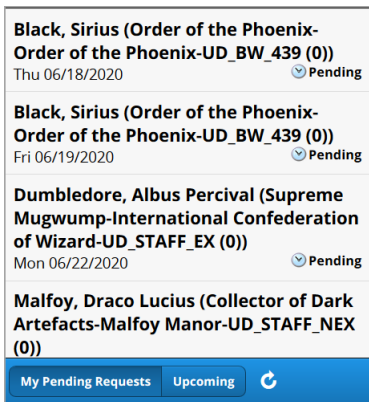


Managers, Timekeepers, and HR Managers can review, approve or reject Time Off Requests (TORs) in UD WorkForce Mobile

1. Start from the **Employees** screen on your mobile device. Click **Manage Time Off**.



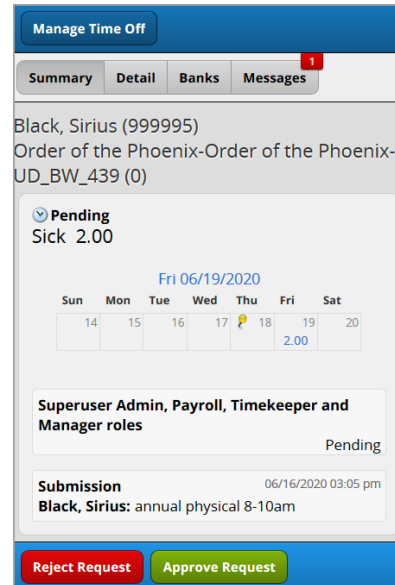
2. **My Pending Requests** appears with a list of TORs needing your attention.
3. Select the request to be approved or rejected.



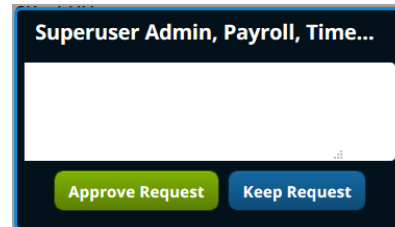
4. The tabs at the top contain details about the TOR
 - The red box on **Messages** alerts you when there are system messages regarding a TOR.



5. The **Summary** screen shows the type of leave, the date(s), the TOR's status, the number of hours, the submission date and any comments entered.
6. Click **Approve Request**.



7. A comments box pops-up, enter a comment (optional), and then click **Approve Request**.



- If instead you are rejecting the TOR, you'll click **Reject Request** twice.
- If you are rejecting it, it is good practice to include a comment with the reason for the rejection.

8. A message pops up to say the request was approved successfully. Click **OK** button.

