WorkForce Mobile: Managing Time Off Requests (TOR)

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.

Summary	Detail	Banks	1 Messages	

- 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.

Manage	Manage Time Off						
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Superu Manag	Superuser Admin, Payroll, Timekeeper and Manager roles Pending						ing
Submission 06/16/2020 03:05 pm Black, Sirius: annual physical 8-10am							
Reject Request Approve Request							

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

Superuser Admin, Payroll, Time					
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Approve Request	Keep 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.



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