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.