

Approve/Deny Leave Request by WebClock



MANAGE REQUESTS ☆

Calendar List

☒ Include pending ☒ Include approved ☒ Include denied

Employee Filter Job Code Filter

Requests per calendar day 10 Apply

+ Add Manage

<< < May 2014 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
		Approved (1) Mandy Nelson 08:00 AM - 04:00 PM 200 - Vacation	Pending (1) Mandy Nelson 08:00 AM - 04:00 PM 100 - Sick			
		Denied (1) Erika Jackson 08:00 AM - 04:00 PM 200 - Vacation				

The **Request Manager** feature allows users to view, add, edit, approve, and deny employee time off requests. Time off requests can be submitted by the individual, or created by the user in any leave code(s) that the employee may have access to.

Approving and Denying Requests

Once a requested time off segment has been entered, a user with proper permissions can approve or deny the request. Approving requests in **TimeClock Plus®** can occur on up to three levels. For example, a request could require approval from a shift/team supervisor (level 1), department manager (level 2), and an executive or HR representative (level 3). The approval levels can be configured on a per employee basis in that employee's **Hour** tab, while the approval levels a user can provide are configured on that user's **Permissions** tab. Requests must be approved by *all* required levels before they will be flagged as **Approved**.

Approving or denying a segment also removes the ability to edit that request. If **Automatically assign hours** and **Automatically schedule** are checked, the segment will be created within each respective feature.

To approve a segment, select it from either **Calendar** or **List** view. Right click on the segment or select the **Manage** dropdown. Select the level of approval you would like to grant. Once all required levels have been approved, the segment will be marked as **Approved**.

To deny a segment, select it from either **Calendar** or **List** view. Right click on the segment or select the **Manage** dropdown. Select **Deny** from the list to mark the segment as **Denied** and prevent further editing. Please note that this will deny the request, regardless of whether or not it is partially approved.