

Viewing Leave Requests by WebClock



The screenshot shows the 'MANAGE REQUESTS' interface. At the top, there's a navigation bar with 'TOOLS' and 'COMPANY' menus. A red arrow points to 'Request Manager' under the 'COMPANY' menu. Below this, the 'MANAGE REQUESTS' section has tabs for 'Calendar' and 'List'. The 'Calendar' tab is active, showing a calendar for May 2014. On the left, there are filters: 'Include pending', 'Include approved', and 'Include denied' (all checked). Below these are 'Employee Filter' and 'Job Code Filter' buttons. A 'Requests per calendar day' field is set to '10'. The calendar itself shows requests for May 29th and 30th. On May 29th, there's an 'Approved (1)' request for Mandy Nielson (08:00 AM - 04:00 PM, 200 - Vacation) and a 'Denied (1)' request for Erika Jackson (08:00 AM - 04:00 PM, 200 - Vacation). On May 30th, there's a 'Pending (1)' request for Mandy Nielson (08:00 AM - 04:00 PM, 100 - Sick).

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.

Navigating Request Manager

1. Access **Request Manager** in the **Tools** menu.
2. By default, employee requests will be visible in a **Calendar** view. In order to view employee requests in a sortable list, select the **List** tab.
3. On the **Calendar** tab, the amount of requests seen per day can be selected by changing the value of the **Requests per calendar day** field. you can filter requests by employee or leave code by selecting Filter. The status of a request (approved, denied, or pending) can also be filtered by checking and unchecking the appropriate options in the information bar and selecting **Apply**.
4. To have finer control over what request elements are visible, switch to the **List** view. In addition to the options available in Calendar view, segments can be organized by entering in a date range and clicking **Refresh**. Segments can be grouped by a number of criteria, such as the individual's ID Number or Request Date by selecting the appropriate sort criteria in the **Group by** dropdown and clicking on **Apply**.