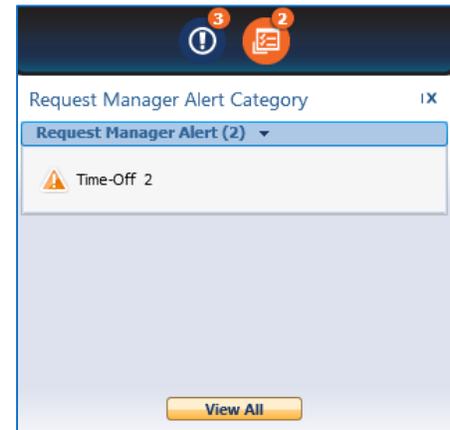


# Approving Time Off Requests – Managers

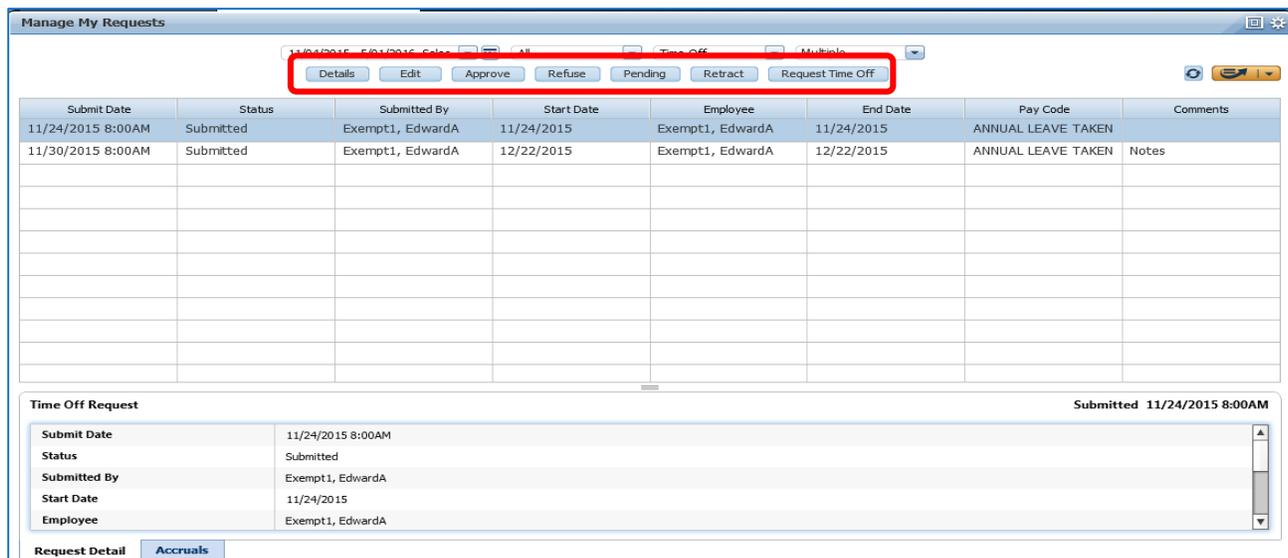


You will receive an alert in eSTART and an email in your Agency's email system when an employee submits a Time Off Request. The Request icon is located at the top of your eSTART screen. The number in the upper right corner indicates the number of request received.



## Reviewing Time Off Requests

- 1 There are two options to view submitted request.
  - a. Select the **Request** icon. Then click the row within the **Request** window. (Default Time Period displays six month range.)
  - b. Select **Related Items>Manage My Requests**.



- 2 After selecting the desired request, use the buttons located above the request listing to decision the request.

<b>Details:</b>	Displays details of request.
<b>Edit:</b>	Displays details and accrual balances. You may use the Status drop-down to decision the request.
<b>Approve:</b>	Displays Approved Time Off Request window. Click the Approve button to approve.
<b>Refuse:</b>	Displays Refuse Time Off Request window. Click the Refuse button to refuse.
<b>Pending:</b>	Displays Pending Time Off Request window. Click the Pending button.
<b>Retract:</b>	Displays Retract Time Off Request window. Click the Retract button to retract.
<b>Request Time Off:</b>	Used to submit time off request for an employee. Note: Your personal time off requests must be submitted from your Employee Workspace.
<b>Cancel Approved:</b>	Displays only when a request is in Cancel Submitted status. Click the Cancel Approve button to approve the cancellation.
<b>Cancel Refused:</b>	Displays only when a request is in Cancel Submitted status. Click the Refuse button to refuse the cancellation.

Requests with a status of approved, refused or retracted requests are removed from the list. Pending requests will remain in the list. Employee receives message notification when status of the request has changed.