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Help Docs

Manage > Tasks

The Manage Tasks screen provides an overview of pending requests such as: punch requests, Time Card approval, time off requests and address/contact updates. Each link on this screen will expand to view details around the request and allow approval.

			PENDING
2	9 Pending punch requests	9	pprovals and requests
1	View and approve time cards		
5	Time off request		
1	Address/Contact updates		+ Create new
	Address/Contact updates		+ Create new

The total on the left-hand side of the screen considers all the approval and request counts on the right.

Time off Requests

Once you click the **Time off Request** link from the **Manage** screen, all pending time off requests will populate for your review.

Name 11	Dates 14	Hours 14	Policy 11	
Johnson, Carlos Adan	1/15/21	8.00	Vacation	
Johnson, Carlos Adan	1/18/21	8.00	Vacation	
		CLOSE		

The basic details are listed on the main screen, but you can select the employees name and the full request details will populate

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	AVAILABLE AFTER REQUEST	
	104.00 Hours 96.00 Hours	
Total hours requested	8.00	
Time off type	Vacation	
From	Monday January 18, 2021	
То	Monday January 18, 2021 Show	
Notes	Heading to the mountains with the family	
	Total hours requested Time off type From To Notes	Hours Hours Total hours requested 8.00 Time off type Vacation From Monday January 18, 2021 To Monday January 18, 2021 Notes Heading to the mountains with the family

- If the request is attached to an accrual plan, the employees current available balance and what their balance will be if the request is approved will display
- The **Show** link next to the calendar icon allows you to see if any other employees assigned to you have this day off

	<		January 2021		>	
Su	Мо	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
31 Jan 17	1 No activity	2	3	4	5	6
Jan 18	Pending 1 Carlos John	son				

• To **Approve** or **Decline** the request, use the buttons on the left side of the screen. Once approved the absence will automatically add to the employee's Time Card.