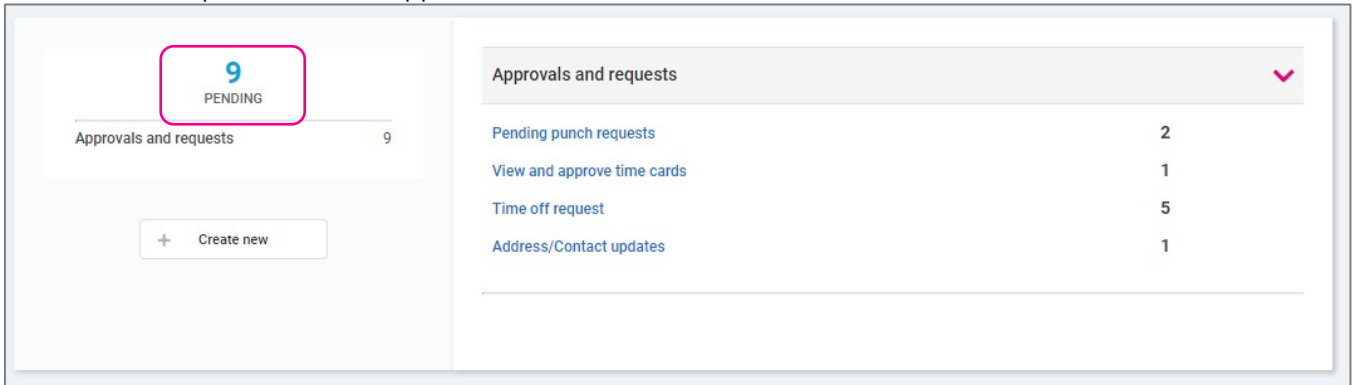**·ısolved**

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.

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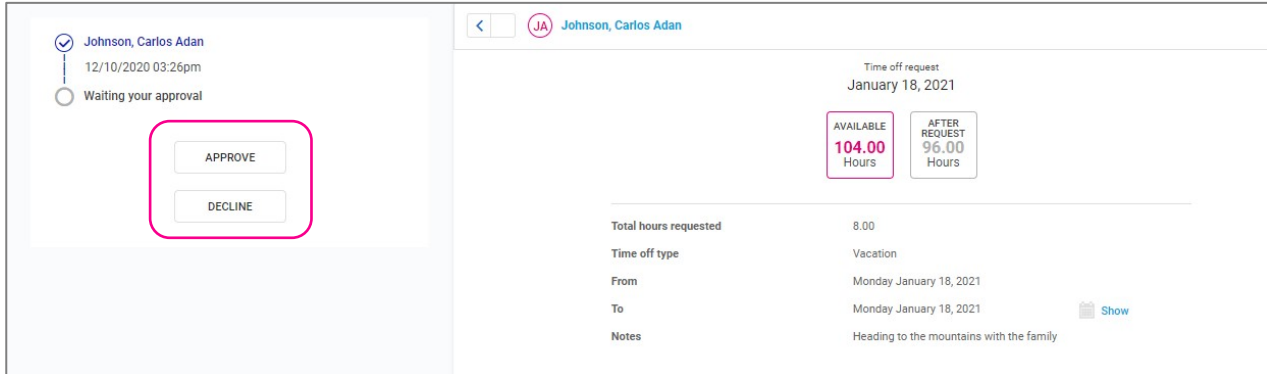
Time off Requests

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

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

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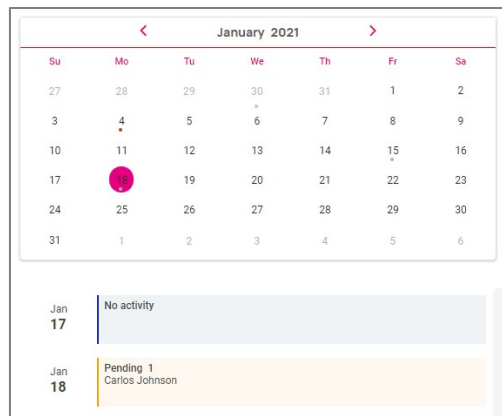
- To **Approve** or **Decline** the request, use the buttons on the left side of the screen. Once approved the absence will automatically add to the employee's Time Card.