
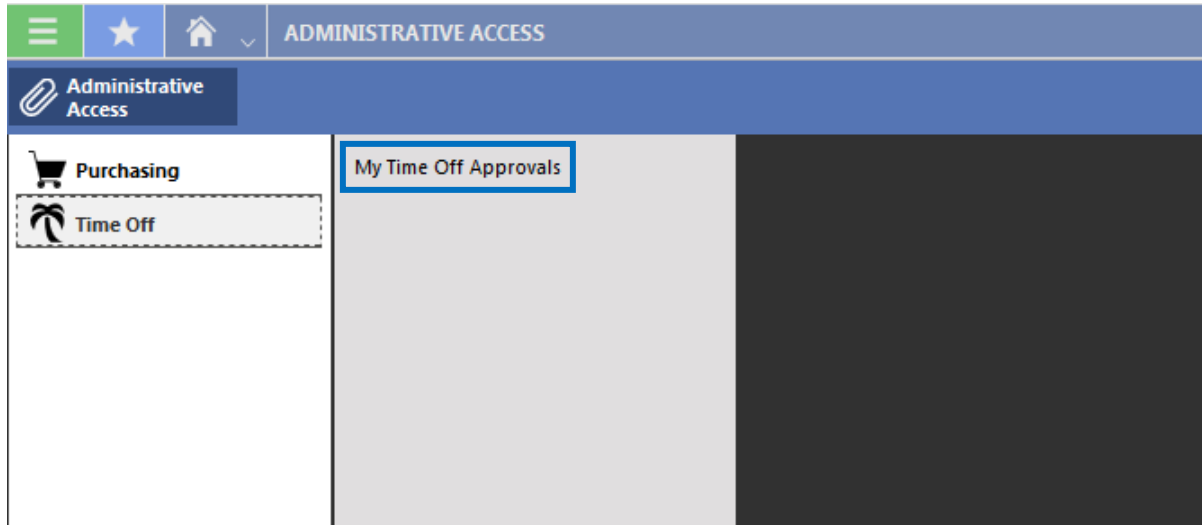
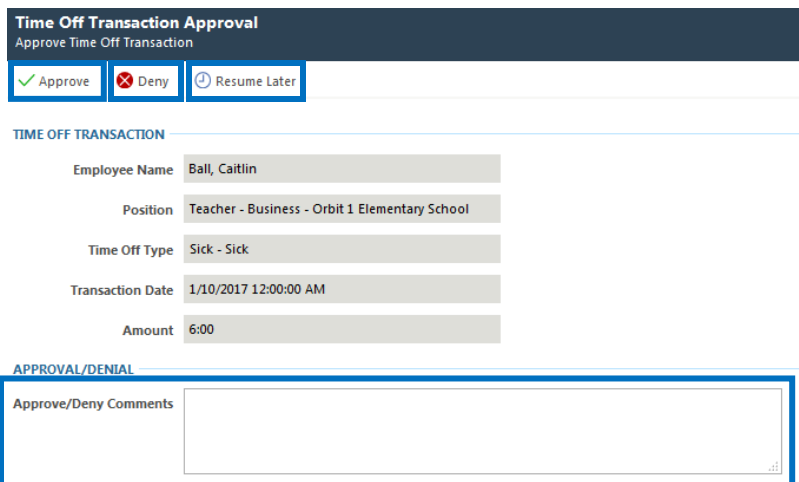
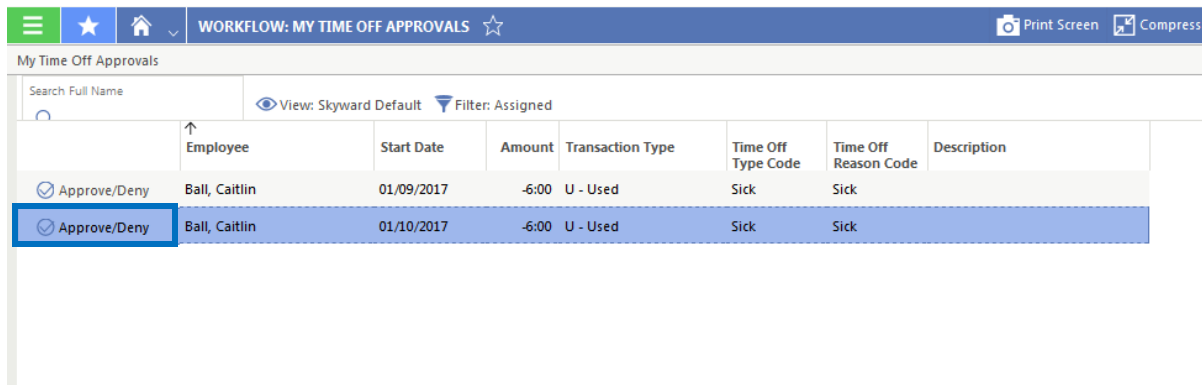


# Qmlativ – Time Off Approval

Select  -> Administrative -> Time Off -> **My Time Off Approvals**.



Select the **Approve/Deny** icon



When approving a Time Off Request, you have three options to choose from:

1. **Approve**
2. **Deny**
3. **Resume Later**

If you choose **Approve**, the Time Off Request will be approved at this approval level.

If you choose **Deny**, you will need to enter a Denial Comment within the **Approve/Deny Comments** section.

If you choose **Resume Later**, you are stating you will be approving the Time Off Request at a later time.

As soon as you approve the Time Off Request, it will no longer appear under the **My Time Off Approvals** area.

My Time Off Approvals							
Search Full Name		View: Skyward Default		Filter: Assigned			
	Employee	Start Date	Amount	Transaction Type	Time Off Type Code	Time Off Reason Code	Description
<input checked="" type="checkbox"/> Approve/Deny	Ball, Caitlin	01/09/2017	-6:00	U - Used	Sick	Sick	