<u>Qmlativ – Time Off Approval</u>

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Administrative Access											
	Purchasir	ng			My Time Off Approvals						
Ĩ	Time Off										

Select the Approve/Deny icon

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N	/ly Time Off Ap	provals									
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		↑ Employee		Start Date	Amount	Transaction Type	Time Off Type Code	Time Off Reason Code	Description		
	Approve/	Deny	Ball, Caitl	in	01/09/2017	-6:00	U - Used	Sick	Sick		
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Time Off Transaction Approval Approve Time Off Transaction									
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TIME OFF TRANSACTION -									
Employee Name	Ball, Caitlin								
Position	Teacher - Business - Orbit 1 Elementary School								
Time Off Type	Sick - Sick								
Transaction Date	1/10/2017 12:00:00 AM								
Amount	6:00								
APPROVAL/DENIAL									
Approve/Deny Comments									
		ii.							

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							O ⁼ Print Screen	<u>د</u>
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	↑ Employee	Start Date	Amount	Transaction Type	Time Off Type Code	Time Off Reason Code	Description	
Approve/Deny E	Ball, Caitlin	01/09/2017	-6:00	U - Used	Sick	Sick		