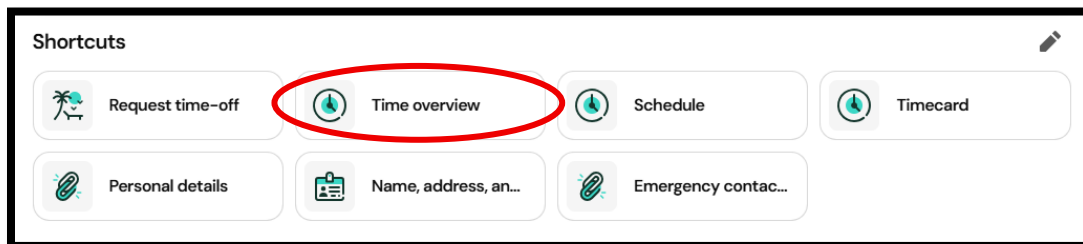


HOW TO APPROVE PTO

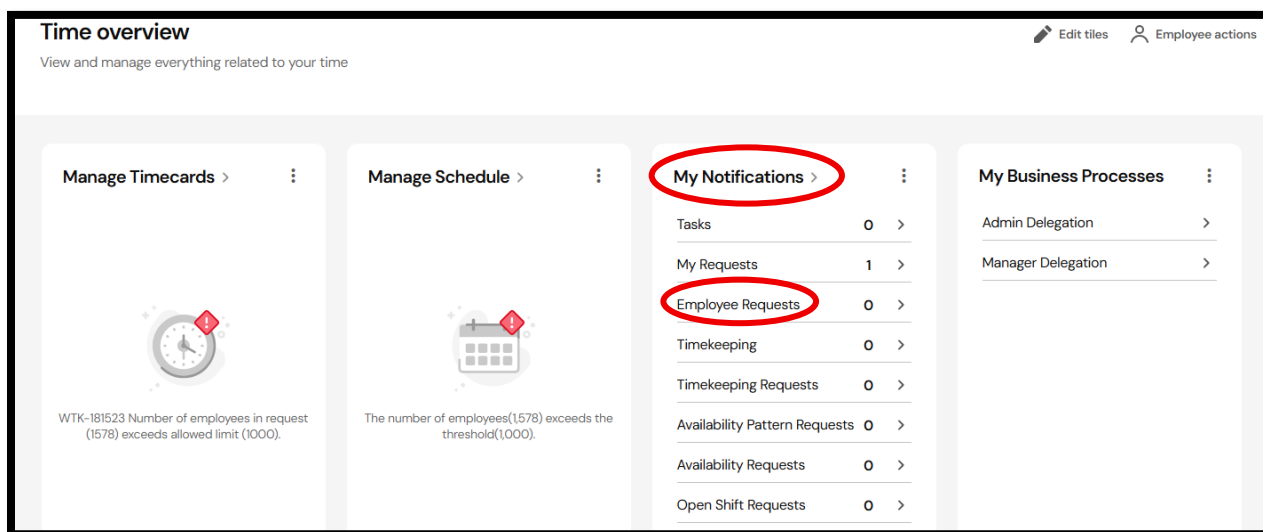
Managers can easily manage Employee Requests (including PTO) for their associates 2 different ways – either through Notifications or through Schedules.

1. Within My Notifications

Home > Shortcuts > Time Overview



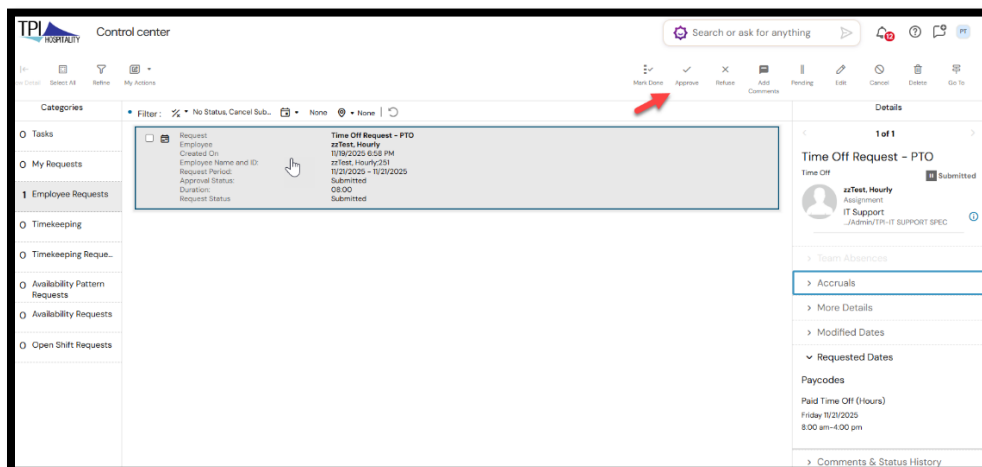
- Go to **My Notifications** and click on **Employee Requests**



- You can also go to the **bell** at the top right-corner of your screen to see notifications.



- Here, you can review the request and click **Approve** in the top right.

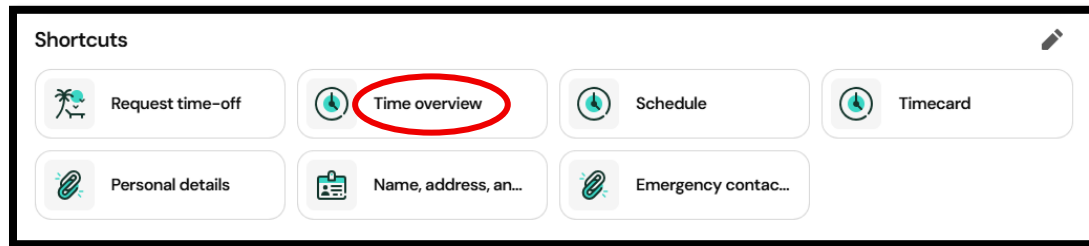


Note: if someone else (such as an admin) has already approved the request, it will still be in the managers control center until they “Mark Done”.

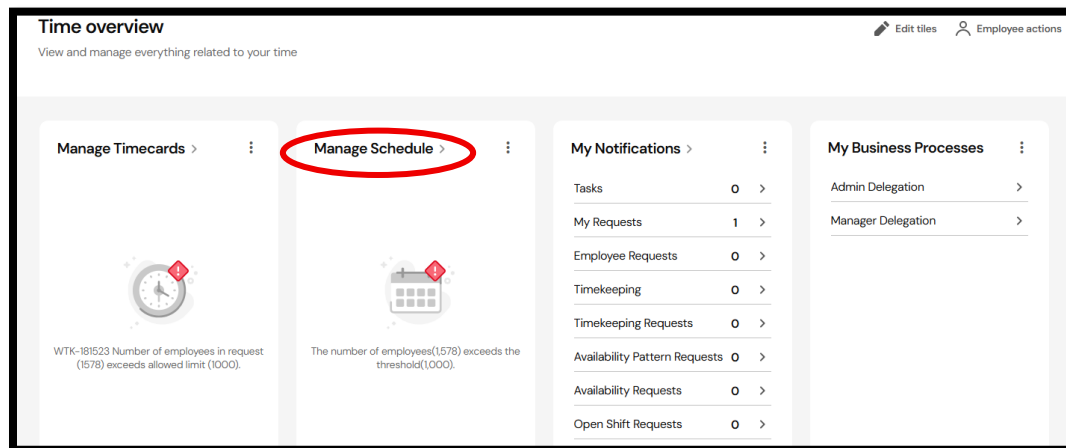
2. Within Schedule

There are two ways to access schedules – either from the **home tile** (loads all employees) or via a **dataview** (loads only the employees with outstanding requests).

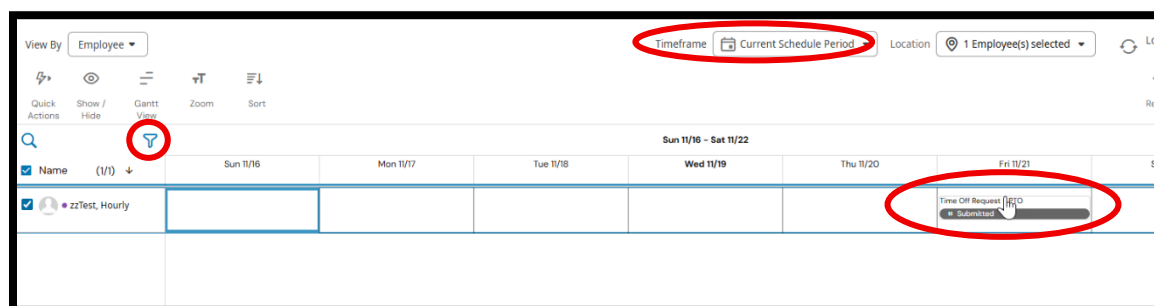
Home tile: Home > Shortcuts > Time Overview (pulls up the schedule with all employees)



- Go to Manage Schedule



- From the schedule, you can change the timeframe visible as well as utilizing the hyperfind to filter the employees. Outstanding requests will appear as grey and can be managed by right clicking and choosing **approve**.



Time Off Request - PTO

zzTest, Hourly
 IT Support
 TPI-IT SUPPORT SPEC .../Admin/TPI-IT SUPPORT SPEC

Status
 Submitted

Accruals >

Created On
 11/19/2025 6:58 PM

Request Details
 Paid Time Off (8:00 AM - 4:00 PM)

✓

×

✎

⌛

💬

Approve
 Refuse
 Edit
 Cancel
 Add Comment

- If there are a lot of requests, open **Quick Actions** at the top, choose **Approve**, then click each request and do the same.

View By Employee

Timeframe Current Schedule Period

Location 1 Employee(s) selected

Quick Actions

Show / Hide

Gantt View

Zoom

Sort

	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22
<input checked="" type="checkbox"/> Name (1/1)							
<input checked="" type="checkbox"/> zzTest, Hourly						Time Off Request - PTO Submitted	

View By Employee

Timeframe Current Schedule Period

Location 1 Employee(s) selected

Assign

Unassign

Insert Shift...

Insert Shift...

Comment

Paycode

Copy / Paste

Delete

Lock / Unlock

Swap

Approve

Refuse

Cancel

Quick Actions

	Sun 11/16	Mon 11/17	Tue 11/18	Wed 11/19	Thu 11/20	Fri 11/21	Sat 11/22
<input checked="" type="checkbox"/> Name (1/1)							
<input checked="" type="checkbox"/> zzTest, Hourly						Time Off Request - PTO Submitted	

Dataview: Home > Shortcuts > Time Overview > Pending TOR Requests (pulls up the schedule with only the employees with outstanding requests)

Shortcuts

Request time-off

Time overview

Schedule

Timecard

Personal details

Name, address, an...

Emergency contac...

My Accruals

Balance as of Today

Volunteer Time

00:00

Available Balance

00:00

Planned Takings

00:00

Time-Off Request

My Timecard

Current Pay Period

Exceptions

0

No data to display.

My Schedule

Today

You have nothing planned.

Thu 20

You have nothing planned.

Fri 21

You have nothing planned.

Sat 22

You have nothing planned.

Sun 23

You have nothing planned.

Pending TOR Requests this week