Reviewing Employees' Time Off Requests

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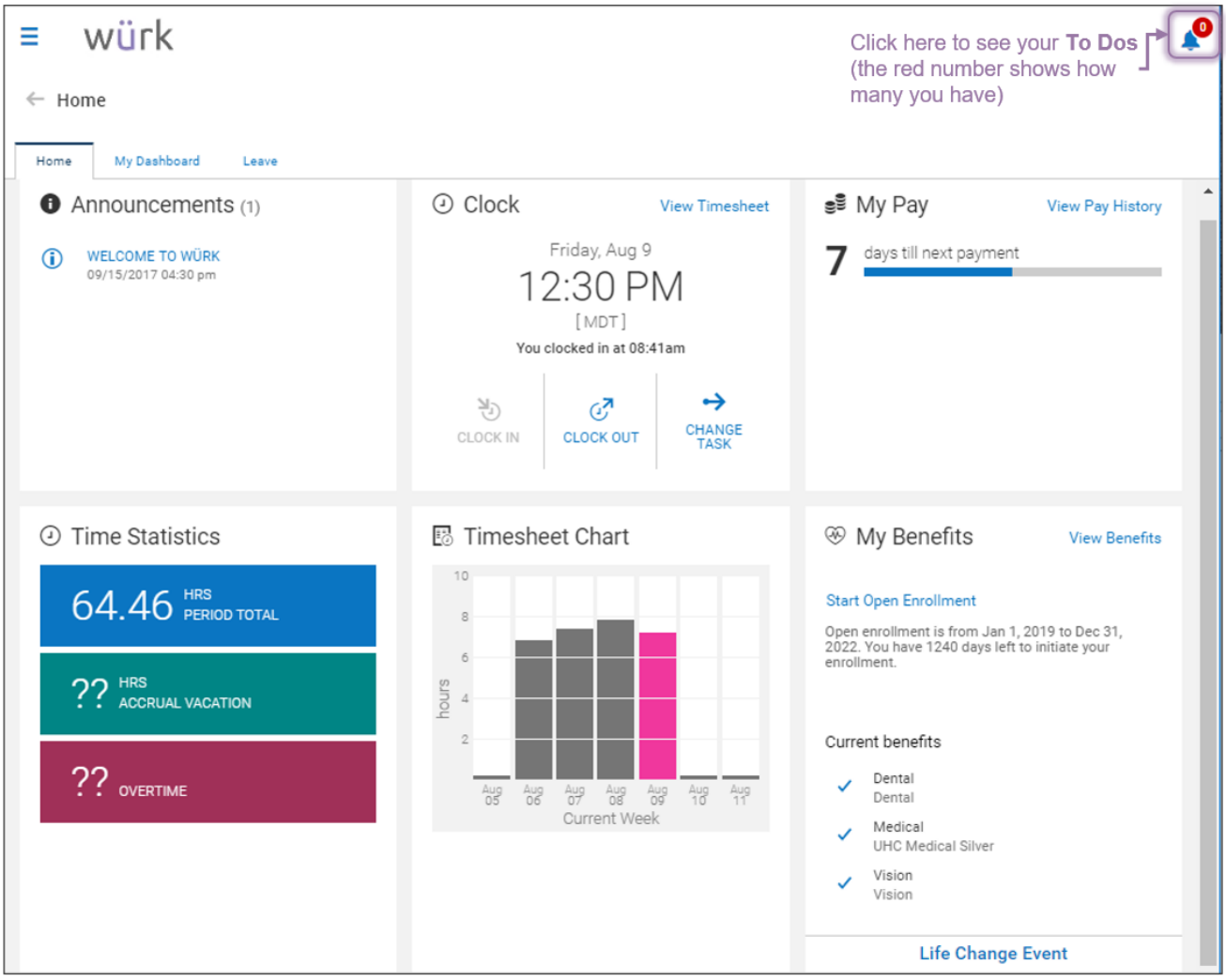
These instructions guide you in approving and rejecting your employees' time off requests, on systems upgraded to the latest Wurk release. While you can just as easily perform this task on the mobile app, HCMToGo, examples shown here are provided for the desktop version. You can also check your team's time off requests from a calendar view before proceeding.

Menu items and on-screen options may vary depending on your configuration and Security Profile.

START HERE

1. From anywhere in Wurk, open your To Dos from the upper right corner. This opens an inbox of items needing your attention. From there, you can click on them to see more details.

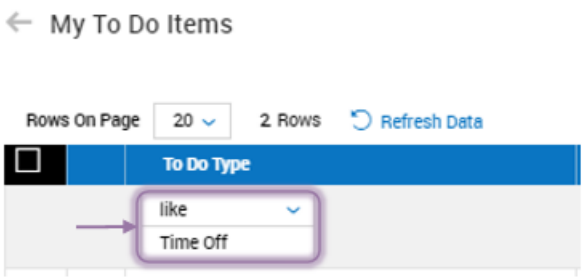


If you are using the mobile app, your To Dos are in your Inbox. Depending on how your company sets up notifications, you may also see an email alerting you about To Do items, which has a link you can click to see

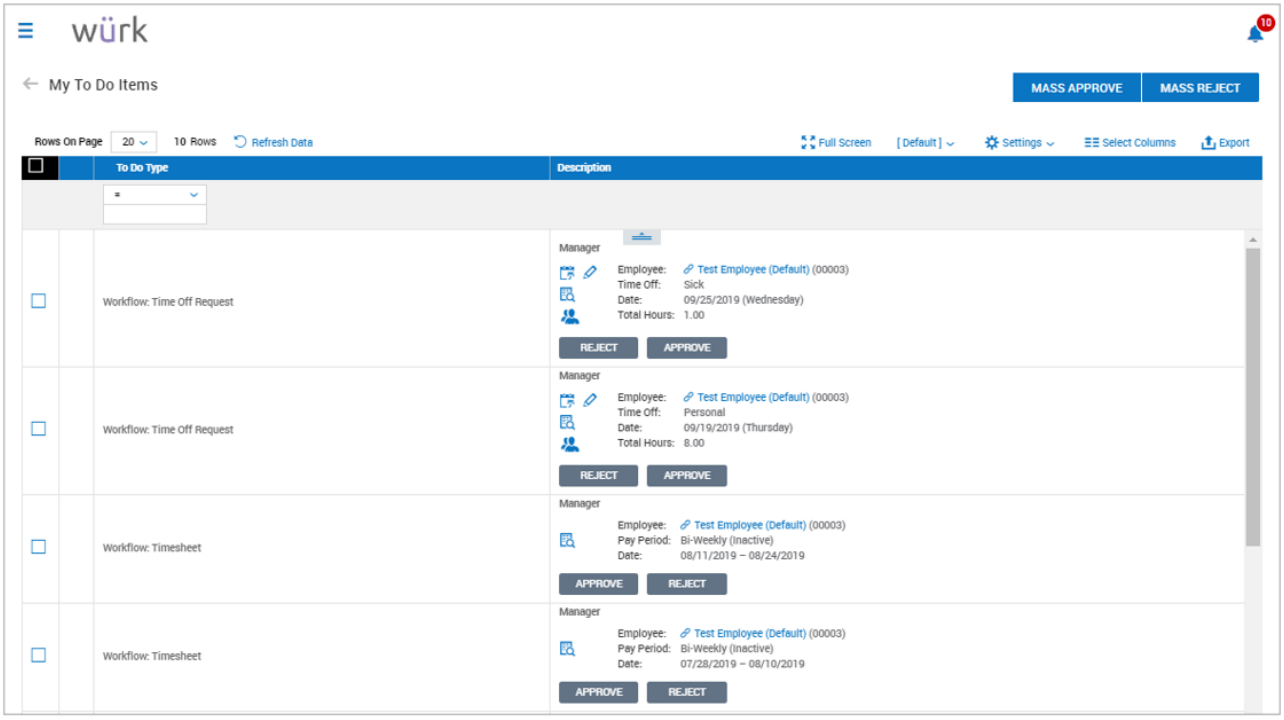
your To Dos.

2. Find the Time Off Request(s) you want to review in your Inbox.

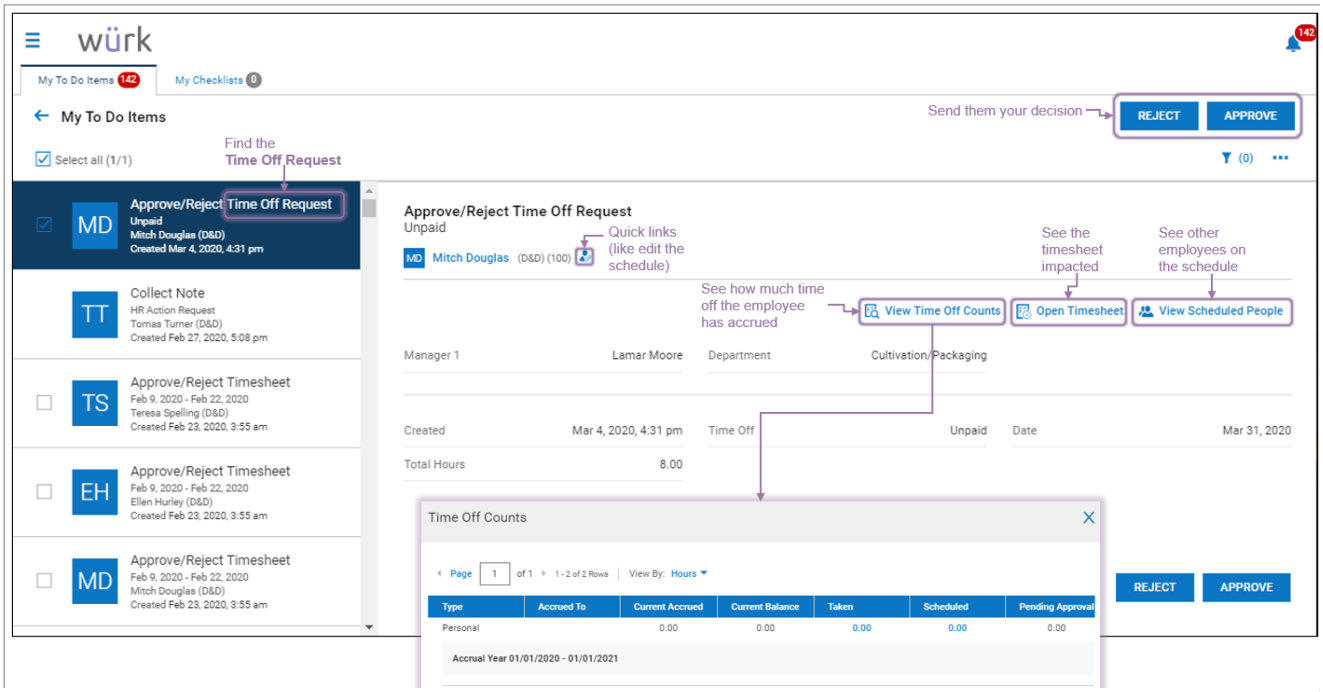
You can filter your To Dos list to see only Time Off requests clicking the filter icon in the upper right.



3. Review each one (recommended) before clicking REJECT or APPROVE.



Even if an employee has a negative Time Off balance, he or she may still submit the request, therefore we recommend that you check how much time off is available before approving. If you REJECT a request, you will be required to enter a comment. Comments on Approved requests are optional. All comments will appear in the employee's inbox. Additionally, you can use the checkboxes on the left to MASS APPROVE or MASS REJECT requests for this employee.

4. Once you approve or reject a request, it will manifest on the employee's timesheet and schedule (if enabled), and appear in their Wurk inbox to let them know your decision. Time off will also affect the

employee's paycheck, deductions, and so on. If a Time Off Request conflicts with an employee's actual punches, schedule, or other factors, you may see an exception in your inbox and/or on the employee timesheet.