

Reviewing Employees' Time Off Requests

Last Modified on 02/09/2022 2:16 pm EST

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.

The screenshot displays the Wurk dashboard with the following components:

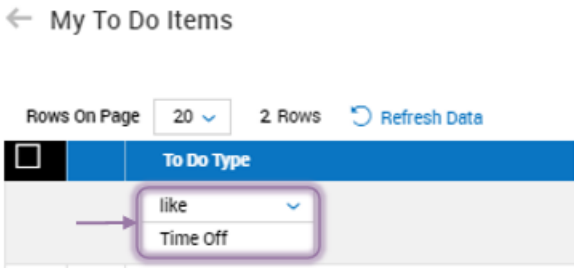
- Header:** Wurk logo, navigation menu (Home, My Dashboard, Leave), and a notification bell icon with a red '0' badge. A tooltip points to the bell icon: "Click here to see your To Dos (the red number shows how many you have)".
- Announcements (1):** A card titled "WELCOME TO WÜRK" dated 09/15/2017 04:30 pm.
- Clock:** Shows the current time as 12:30 PM on Friday, Aug 9 [MDT]. It indicates the user clocked in at 08:41am and provides buttons for "CLOCK IN", "CLOCK OUT", and "CHANGE TASK".
- My Pay:** Shows "7 days till next payment" with a progress bar.
- Time Statistics:** Three stacked bars showing: 64.46 HRS PERIOD TOTAL (blue), ?? HRS ACCRUAL VACATION (green), and ?? OVERTIME (maroon).
- Timesheet Chart:** A bar chart titled "Current Week" showing hours worked from Aug 05 to Aug 11. The bars for Aug 06, 07, 08, and 09 are visible, with Aug 09 being pink.
- My Benefits:** A section titled "Start Open Enrollment" with a note: "Open enrollment is from Jan 1, 2019 to Dec 31, 2022. You have 1240 days left to initiate your enrollment." Below, "Current benefits" are listed: Dental, Medical (UHC Medical Silver), and Vision.
- Footer:** A "Life Change Event" link.

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

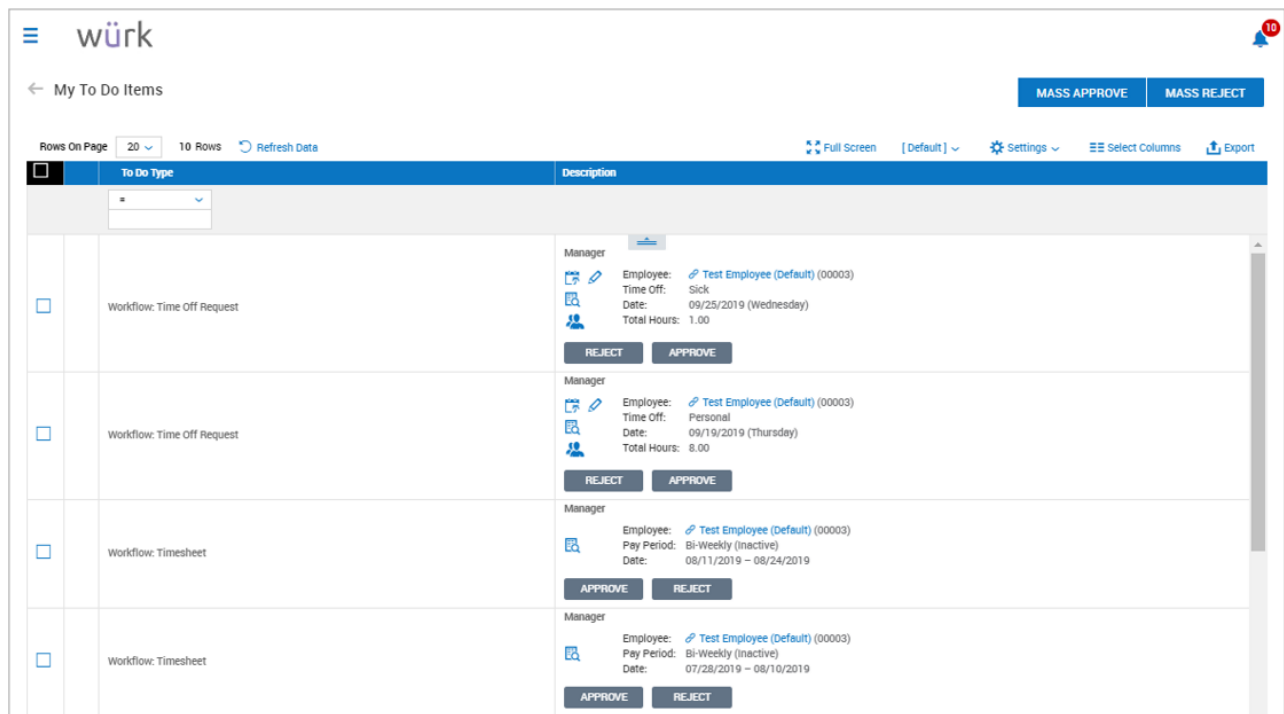
your To Dos.

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.

My To Do Items

- MD** Approve/Reject Time Off Request
Unpaid
Mitch Douglas (D&D)
Created Mar 4, 2020, 4:31 pm
- TT** Collect Note
HR Action Request
Tomas Turner (D&D)
Created Feb 27, 2020, 5:08 pm
- TS** Approve/Reject Timesheet
Feb 9, 2020 - Feb 22, 2020
Teresa Spelling (D&D)
Created Feb 23, 2020, 3:55 am
- EH** Approve/Reject Timesheet
Feb 9, 2020 - Feb 22, 2020
Ellen Hurley (D&D)
Created Feb 23, 2020, 3:55 am
- MD** Approve/Reject Timesheet
Feb 9, 2020 - Feb 22, 2020
Mitch Douglas (D&D)
Created Feb 23, 2020, 3:55 am

Approve/Reject Time Off Request
Unpaid
Mitch Douglas (D&D) (100)

Quick links (like edit the schedule)

See how much time off the employee has accrued → [View Time Off Counts](#)

See the timesheet impacted → [Open Timesheet](#)

See other employees on the schedule → [View Scheduled People](#)

Manager 1: Lamar Moore | Department: Cultivation/Packaging

Created: Mar 4, 2020, 4:31 pm | Time Off: Unpaid | Date: Mar 31, 2020

Total Hours: 8.00

Time Off Counts

Page 1 of 1 | 1 - 2 of 2 Rows | View By: Hours

Type	Accrued To	Current Accrued	Current Balance	Taken	Scheduled	Pending Approval
Personal		0.00	0.00	0.00	0.00	0.00

Accrual Year 01/01/2020 - 01/01/2021

REJECT **APPROVE**