

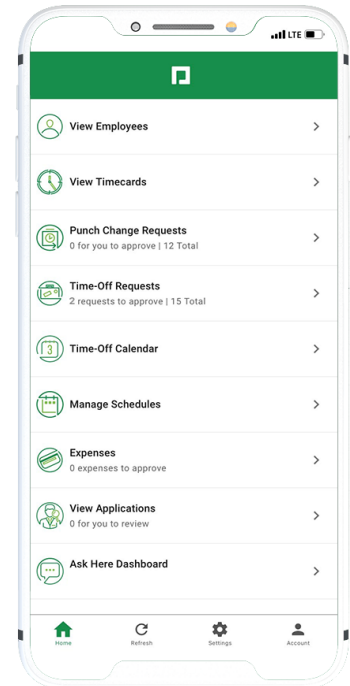
Show Me How

to Approve Time-Off Requests with Manager on-the-Go[®]

TIME-OFF REQUESTS

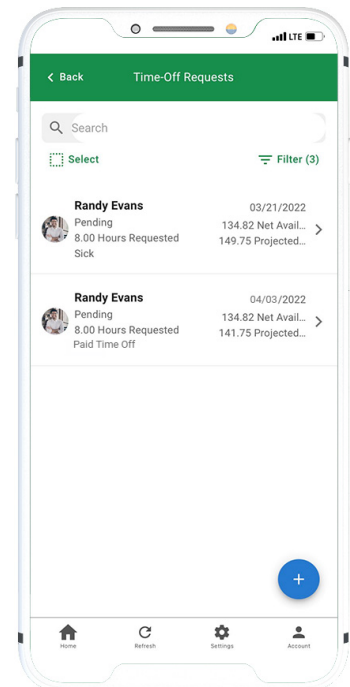
STEP 1

Log in to Manager on-the Go and navigate to Time-Off Requests.



STEP 2

A list of outstanding requests appears. Tap on a request to review further details.



MANAGERS

Visit the Help Menu for the most up-to-date version of this guide.

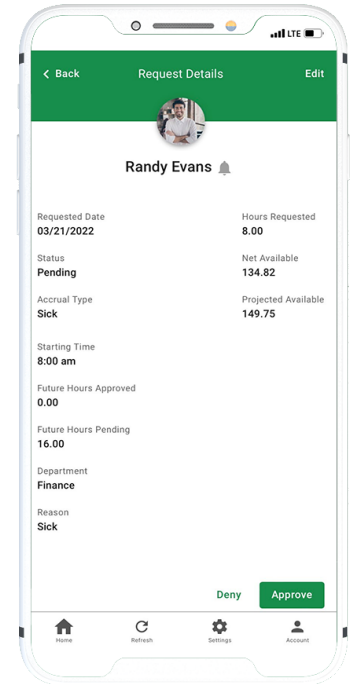
Show Me How

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TIME-OFF REQUESTS

STEP 3

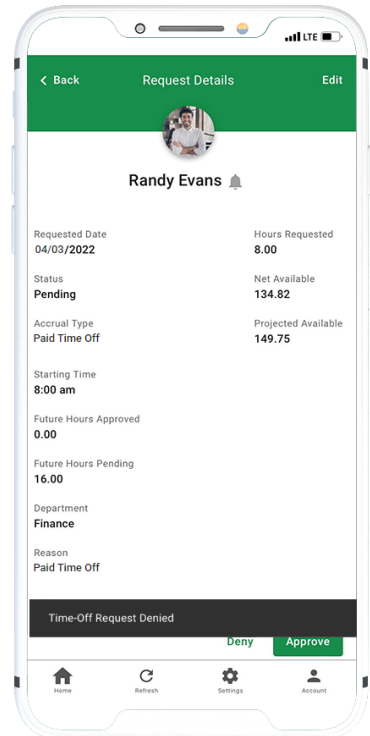
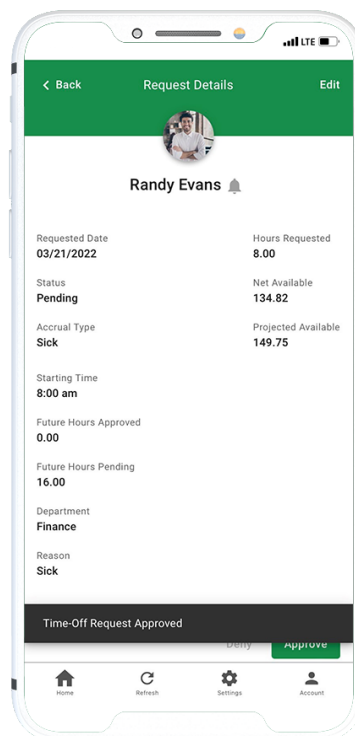
Tap “Approve” when finished.



STEP 4

A confirmation message appears at the bottom of the screen.

Tapping “Deny” removes the request and a notification is sent to the requestor and their manager.



MANAGERS

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