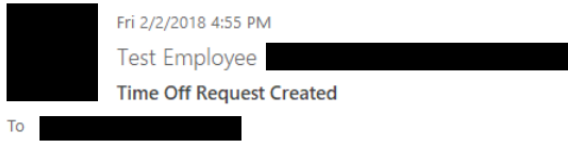


# Approving Time Off in TimeClock Plus – Managers

When an employee requests Time Off in TimeClock Plus, you will receive an email with the subject “Time Off Request Created.”



[LinkedIn](#) [Report Phish](#)

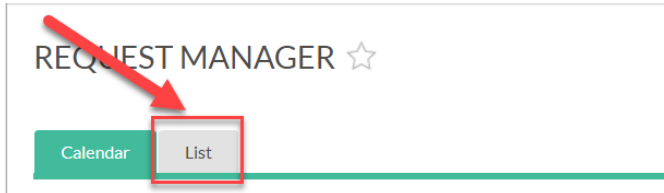
A time-off request "Going on a Cruise" on 02/20/2018 from 08:45 AM to 03:45 PM for VAC-Vacation has been CREATED by Test Employee.

Follow the steps below to act on the request.

1. Log Into TimeClock Plus.
2. From the 'Tools' menu, choose 'Request Manager.'

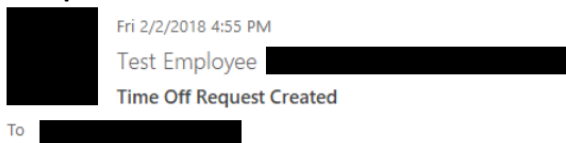


3. Choose the 'List' tab



4. Navigate to the time period referenced in the email notification you received from the employee select 'Update' and then 'Expand All.'

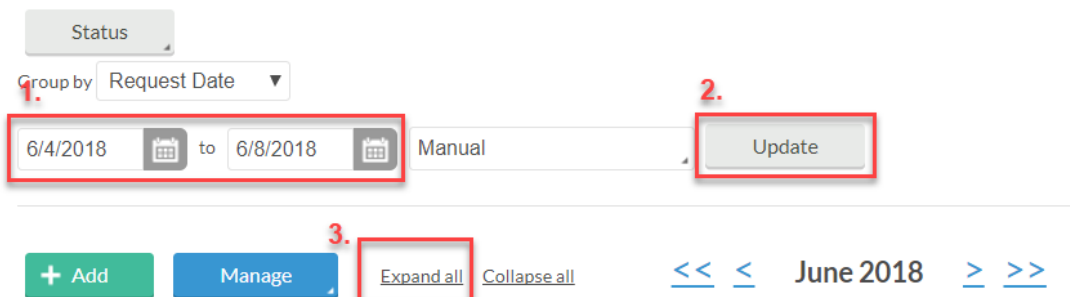
## Example Email Notification:



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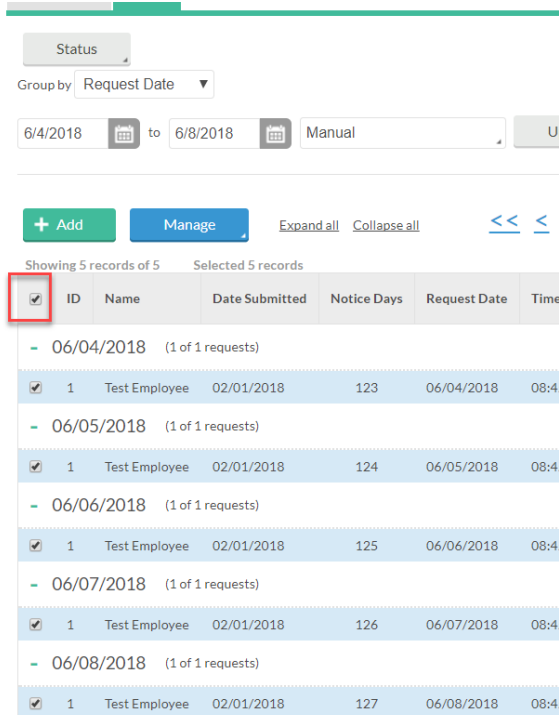
A time-off request "Going on a Cruise" on 02/20/2018 from 08:45 AM to 03:45 PM for VAC-Vacation has been CREATED by Test Employee.

## TCP Navigation:



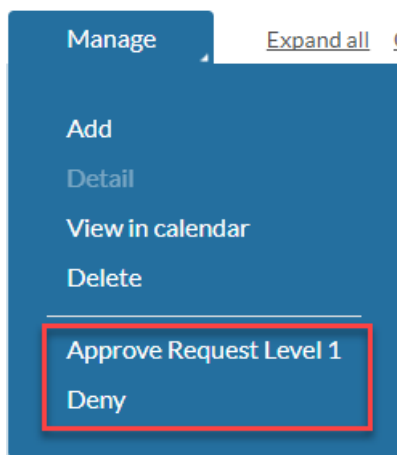
5. To approve or deny all the dates requested.

a. Select the dates



ID	Name	Date Submitted	Notice Days	Request Date	Time
1	Test Employee	02/01/2018	123	06/04/2018	08:45
1	Test Employee	02/01/2018	124	06/05/2018	08:45
1	Test Employee	02/01/2018	125	06/06/2018	08:45
1	Test Employee	02/01/2018	126	06/07/2018	08:45
1	Test Employee	02/01/2018	127	06/08/2018	08:45

b. Choose your decision from the 'Manage' menu.



Manage

Expand all

Add

Detail

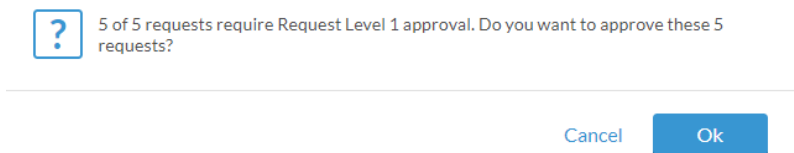
View in calendar

Delete

Approve Request Level 1

Deny

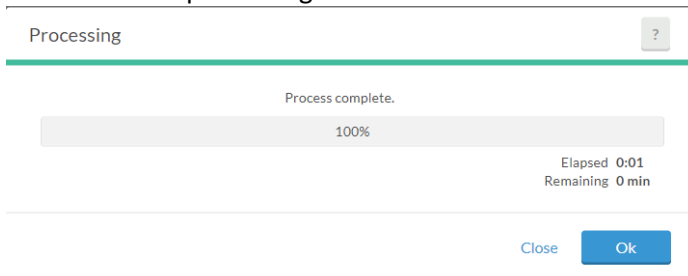
c. Select 'OK' if asked to confirm.



5 of 5 requests require Request Level 1 approval. Do you want to approve these 5 requests?

Cancel Ok

d. Click 'Ok' after processing reaches 100%



Processing

Process complete.

100%

Elapsed 0:01  
Remaining 0 min

Close Ok