



## Request Manager Essentials

REQUEST MANAGER ☆ ? Feedback

Calendar List

Include pending Employee Filter Job Code Filter  
 Include approved  
 Include denied

Requests per calendar day: 10 Apply

+ Add Manage

<< < November 2014 > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26 x	27 +	28 +	29 +	30 +	31 +	1 +
2 x	3 +	4 +	5 +	6 +	7 +	8 +
9 x	10 +	11 +	12 +	13 +	14 +	15 +
16 x	17 +	18 +	19 +	20 +	21 +	22 +
23 x	24 +	25 +	26 +	27 +	28 +	29 +
30 x	1 +	2 +	3 +	4 +	5 +	6 +

The **Request Manager** allows the user to view and approve any time-off requests that have been submitted by employees through either the **WebClock** on a **Remote Data Terminal**. Additionally, employee time-off requests can be manually added through this feature.

### Approving/Denying a Request

1. Browse to **Tools > Request Manager**.
2. To view detailed information on a request submitted and how its approval will be handled, right-click and select **Detail**.
3. To approve or deny a request, right-click on any request and select either the **Approval Level** needed or **Deny**.

### Adding a Request through Request Manager.

1. Browse to **Tools > Request Manager**.
2. Click the **Add** button.
3. Select the employee you are adding the request for in the **Employee** field.
4. Enter the date of the time-off request, an anchor time, the amount of hours requested off, and the leave type.
5. Click **Save**.

**For assistance please call Customer Support at: (325) 223-9300  
M-F, 9AM to 5PM CST, Excluding Holidays**