

Time Off Request Approvals

1. Option 1 – Approve from the Dashboard Pending Time Off Request Widget
 - a. To approve a request, **click** the ✓
 - b. To deny a request, **click** the X

2. Option 2 – Approve from Tools>Request Manager
 - a. From the Calendar view, **right click** on each Pending request and approve/deny
 - b. To view as a list, **click** List
 - i. **check** each request to be approved, then **click** Manage and Approve
 - ii. **check** each request to be denied, then **click** Manage and Deny

Pre-approval reports

1. Go to Reports>Period Report
2. Under Categories, **highlight** Pasco Reports
3. **Click** on Non-Instructional Hours Report
4. **Select** the appropriate Start and Stop date for the report
5. **Click** Download, then PDF

Time Segment Approvals – Regular School Employees

1. Go to Hours>Group Hours
2. **Select** the appropriate Start date and End date
3. Use filters to select the group of employees to review
 - a. Option 1 – Approve page by clicking the “M” header
 - i. Navigate to the next page and repeat until all records are approved
 - b. Option 2 – Approve all filtered records by selecting Resolve Period
 - i. Next to Manager Approval, highlight the Approve radio button, click apply

Time Segment Approvals – Substitutes

1. Go to Hours>Group Hours
2. **Select** the appropriate date range
3. **Click** on Cost Code Filter
4. In the Location field begin typing school name
5. **Select** “School Name Inst”
 - a. Option 1 – Approve page by clicking the “M” header
 - i. Navigate to the next page and repeat until all records are approved
 - b. Option 2 – Approve all filtered records by selecting Resolve Period
 - i. Next to Manager Approval, highlight the Approve radio button, click apply
6. **Click** on Cost Code Filter
7. In the Location field begin typing school name
8. **Select** “School Name NI”
 - a. Option 1 – Approve page by clicking the “M” header
 - i. Navigate to the next page and repeat until all records are approved
 - b. Option 2 – Approve all filtered records by selecting Resolve Period
 - i. Next to Manager Approval, highlight the Approve radio button
9. **Click** Apply