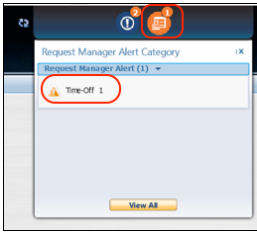


Viewing All Time Off Requests

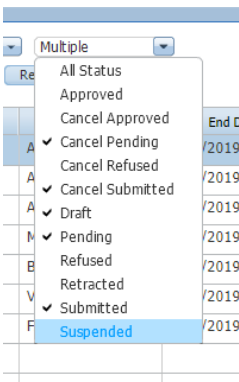
1. Click the **Request Alert** located at the top of the screen in the Header.
2. Click **Time-Off**.



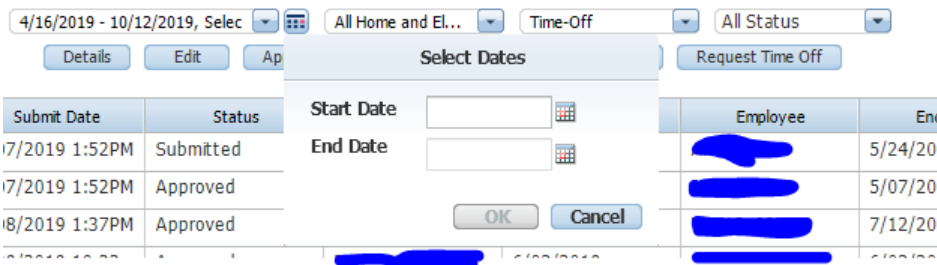
3. It will display all **Submitted Requests pending Approval**.

Modified By	Subject	Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
[Redacted]	Request Time Off...	5/07/2019 1:50PM	Submitted	[Redacted]	5/10/2019	[Redacted]	5/10/2019	Vacation	
[Redacted]	Request Time Off...	5/07/2019 1:51PM	Submitted	[Redacted]	5/17/2019	[Redacted]	5/17/2019	Vacation	
[Redacted]	Request Time Off...	5/07/2019 1:52PM	Submitted	[Redacted]	5/24/2019	[Redacted]	5/24/2019	Vacation	
[Redacted]	Request Time Off...	5/10/2019 9:46AM	Submitted	[Redacted]	5/20/2019	[Redacted]	5/20/2019	Sick	
[Redacted]	Request Time Off...	5/10/2019 2:18PM	Submitted	[Redacted]	5/13/2019	[Redacted]	5/15/2019	Sick	
[Redacted]	Request Time Off...	5/13/2019 11:04...	Submitted	[Redacted]	6/06/2019	[Redacted]	6/07/2019	Vacation	
[Redacted]	Request Time Off...	5/13/2019 2:59PM	Submitted	[Redacted]	5/28/2019	[Redacted]	5/28/2019	Vacation	

4. Select the **Multiple** column to display more options:



5. Select **All Status**.
6. Select a **time frame** to view:



7. The list will display all: **Approved, Refused, Retracted, and Pending Requests** for the time frame selected.