

Processing Time Off Requests (for Managers)

Accessing Time Off Requests

Managers will receive email notifications when their employees request time off. This notification informs the manager to take action on the requests.

Time off requests can be viewed in the Paycor Menu (three lines on the top left of the screen), under Time > Time Off Requests.

- There, you will find a filter for Pending, Denied, Approved, Cancelled, or All Requests.
- Requests can also be filtered by date range

153139 - Alliance Physical Therapy Group LLC

Time Off Requests

Requests

Calendar

Show requests with a status of:

Pending

Show requests submitted in the last:

1 Month

Search Employees

Date Requested	Employee Name	Type	Date Submitted	Hours Requested	Hours Available	Status
10-17-2023	Lauren Bartlett	PTO FT 80 Hours St...	03-28-2023	8 Hours	3.08	Pending
10-12-2023	Julia Kellogg	PTO PT 70 Hours St...	03-30-2023	10 Hours	2.69	Pending

The Calendar tab can be used to view time requests for your employees in a calendar format. Pending and approved requests will be visible.

- The calendar can be viewed by the week or month. Details will include employee name, hours requested, and type of time off.
- Pending requests will have an **orange** bar on the left-hand side of the box. Approved requests will have a **green** bar.

< Mar 26 - Apr 01, 2023 >

Monday	Tuesday	Wednesday	Thursday	Friday
5	27	28	29	30
Pending	Pending	Pending	Pending	Pending
Cassandra Mann PTO Details 5	Mohd Magribi PTO Details 8	Madeline Donley PTO Details 8	Barbara Kopecka PTO Details 10	Matteo Del Mastro PTO Details 7
Kenneth Gomez PTO Details 9	Zukhrakhon Ibromkhim PTO Details 10	Carmen VanDyke PTO FT 112 Hours Starting Details 4	Approved Erika Langella PTO Details 8	Connie Blanchard-Studley PTO Details 2
Christopher Douglas PTO Details 8	Bryce Ware PTO Details 8	Approved Kambra Laninga PTO Details 4	Shakera Stockman PTO Details 8	Maura Wadsworth PTO Details 8
Approved	Ian Becker			Approved

Managing Time Off Requests

Managers can approve or deny time off requests.

To enter into the time off request, hover over the employee request line. To the right of the Tenure column, a gear icon will appear.

- Click the gear icon and a dropdown will appear with the options to Approve, Deny, or View Details of the time off request.

Requests

Calendar

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1 Month

Search Employees

Record Absence

Date Request...	Employee Name	Type	Date Submitted	Hours Reques...	Hours Ava...	Status	Tenure
11-14-2022 - 11-1...	Michele Patterson	AccVac	08-18-2022	40 Hours	120	Pending	13 yr, 7 mo
10-05-2022 - 10-0...	Michele Patterson	AccPer	08-19-2022	24 Hours	107	Pending	
09-19-2022 - 09-2...	Morgan Alsh	AccVac	08-23-2022	16 Hours	120	Pending	
09-16-2022	Michael Banks	AccVac	08-26-2022	8 Hours	120	Pending	12 yr, 11 mo

Approving a Time Off Request

- To approve a request, select Approve from the dropdown menu. A pop-up window will appear, where you can leave a note for the employee and approve the request.
- Click on the Yes, Approve Request button to approve.

Time Off

Calendar

Send a message to the employee:

This request has been approved

No thanks

Yes, approve request

Michele Patterson	AccPer	08-19-2022	24 Hours	107	Pending
Michele Patterson	AccVac	08-23-2022	16 Hours	120	Pending
Michael Banks	AccVac	08-26-2022	8 Hours	120	Pending

- You will receive a confirmation message at the top of the page, stating that the request was approved and an email notice was sent to the employee.

✓ The time off request was approved. An email notification was sent to Michele Patterson. Refresh for updated balance.

Requests

Calendar

Show requests with a status of:

Pending

Show requests submitted in the last:

1 Month

Search Employees



Date Request...	Employee Name	Type	Date Submitted	Hours Reques...	Hours Ava...	S
10-05-2022 - 10-0...	Michele Patterson	AccPer	08-19-2022	24 Hours	107	F
09-19-2022 - 09-2...	Morgan Alsh	AccVac	08-23-2022	16 Hours	120	F
09-16-2022	Michael Banks	AccVac	08-26-2022	8 Hours	120	F

Denying a Time Off Request

- To deny a request, select Deny from the dropdown menu. You can send the employee a message her as well.
- Click Yes, Deny Request

Requests

Calendar

atus of:

▼

Show

▼

Employee Name	Status
Michele Patterson	Pending
Morgan Alsh	Pending
Michael Banks	Pending

Deny Request?

Send a message to the employee:


This request has been denied

28 / 300

No thanks

Yes, Deny request

- You will receive a confirmation message at the top of the page, stating that the request was denied and an email notice was sent to the employee.

 The time off request was denied. An email notification was sent to Michele Patterson.

Requests


Calendar



Show requests with a status of:

Show requests submitted in the last:

Pending

12 Months



Date Requeste...	Employee Name	Type	Date Submitted	Hours Request...	Hours Avai...
10-31-2022 - 11-0...	Morgan Alsh		10-04-2022	16 Hours	 --
10-28-2022	Michael Banks		10-07-2022	8 Hours	 --

Changing a Time Off Request

If the request is still pending, the employee can make edits to the request. Once a request has been approved, the manager will have to make any changes.

- In the employee's time card, a manager can delete an entry or adjust the number of hours taken.
- This process follows the same format as editing or deleting a punch.