Processing Time Off Requests (for Managers)
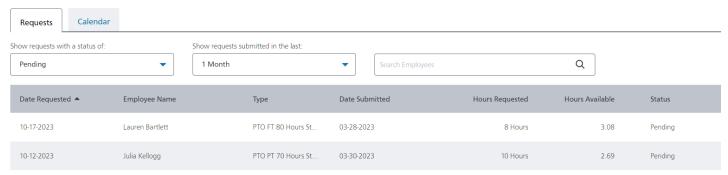
Accessing Time Off Requests

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.
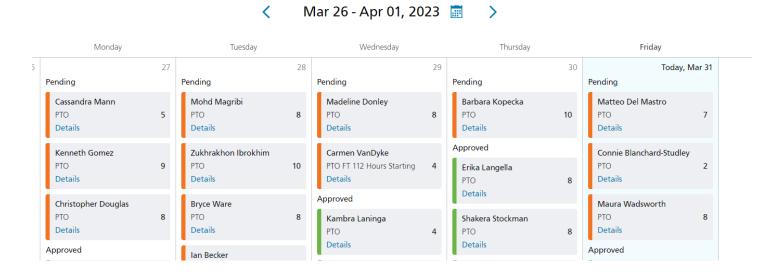- Requests can also be filtered by date range

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.
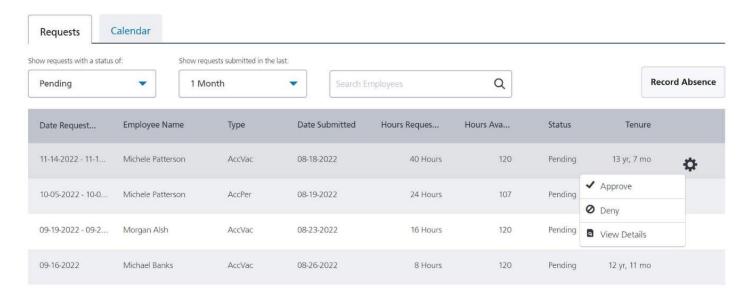
< **Mar 26 - Apr 01, 2023** 📅 >

Monday	Tuesday	Wednesday	Thursday	Friday
5 27	28	29	30	Today, Mar 31
Pending	**Pending**	**Pending**	**Pending**	**Pending**
Cassandra Mann PTO 5 Details	Mohd Magribi PTO 8 Details	Madeline Donley PTO 8 Details	Barbara Kopecka PTO 10 Details	Matteo Del Mastro PTO 7 Details
Kenneth Gomez PTO 9 Details	Zukhrakhon Ibrokhim PTO 10 Details	Carmen VanDyke PTO FT 112 Hours Starting 4 Details	**Approved** Erika Langella PTO 8 Details	Connie Blanchard-Studley PTO 2 Details
Christopher Douglas PTO 8 Details	Bryce Ware PTO 8 Details	**Approved** Kambra Laninga PTO 4 Details	Shakera Stockman PTO 8 Details	Maura Wadsworth PTO 8 Details
Approved	Ian Becker			**Approved**

<u>Managing Time Off Requests</u>

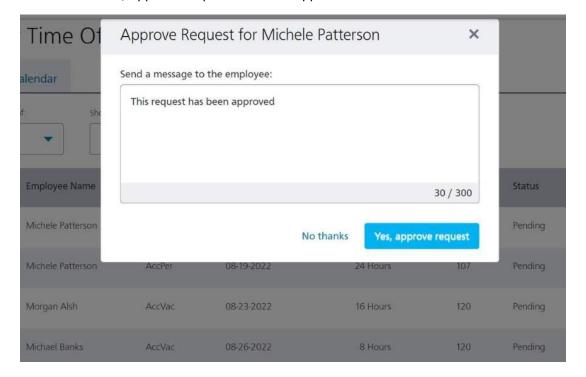Managers can approve or deny time off requests.

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.
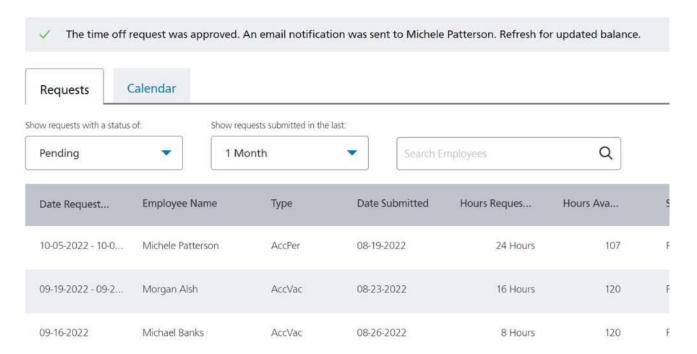

Approving a Time Off Request

- 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.
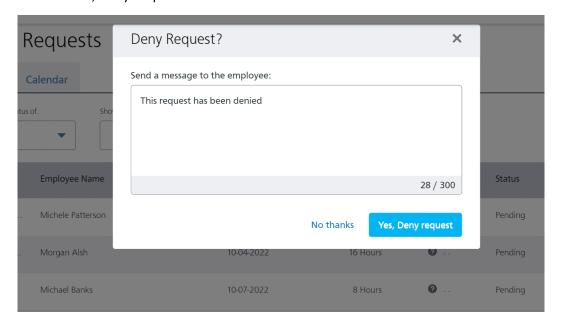- Click on the Yes, Approve Request button to approve.

- 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.
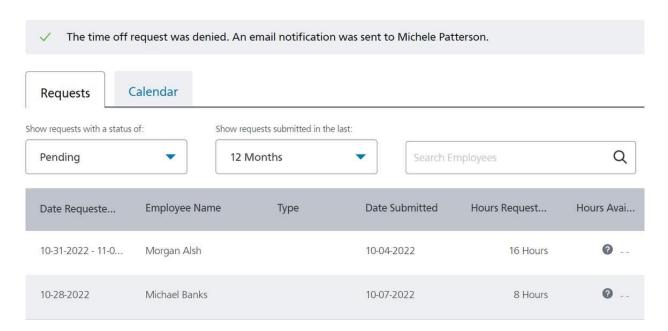

Denying a Time Off Request

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

- 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.

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.