Request Manager Essentials

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

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