



Approving PTO Paid Time Off (PTO)

Employees use Vacation Tracker to request and record PTO as needed. Once requested, as a supervisor, you are able to approve in various ways.

Approving from the Dashboard – New requests will appear at the bottom, under “Pending Request”

The screenshot shows a dashboard for May 2023. At the top, there is a filter by 'Departments' and a search box. Below is a calendar view for May 2023, with a legend for 'Paid Time Off' (red), 'Hidden Leave Type' (grey), 'Holiday' (blue), 'Today' (green), and 'Non working day' (light grey). The calendar shows several red bars representing PTO requests. Below the calendar, there is a section for 'May 23, 2023 today' with two approved PTO requests. The first is for Jose Garcia, approved by Maggie Nieves, for 1 day on May 23rd from 8:00 to 16:00. The second is for Maggie Nieves, approved by Maggie Nieves, for 2 hours on May 23rd from 8:00 to 10:00, with the reason 'Change of Plans'. Below this is a 'Pending Requests (1)' section with one pending request for Jose Garcia for 1 day on May 31st from 0:00 to 8:00. At the bottom of the pending request, there are buttons for 'Edit', 'Deny', 'Deny with Reason', and 'Approve'.

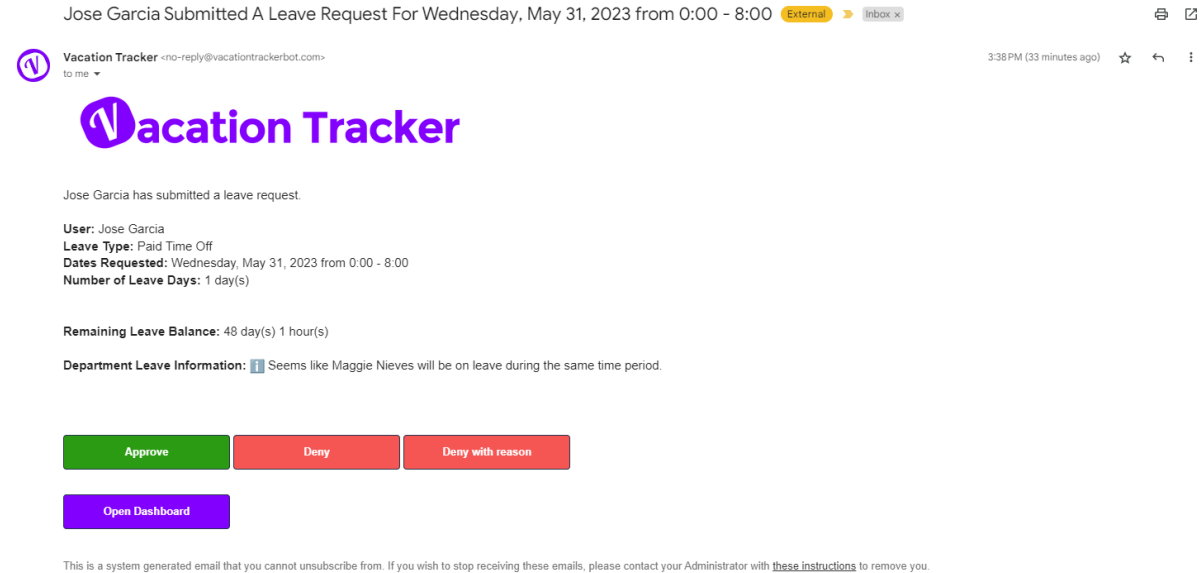
You are able to Edit, Deny, Deny with Reason (Notes) or Approve pending requests directly from the Dashboard:



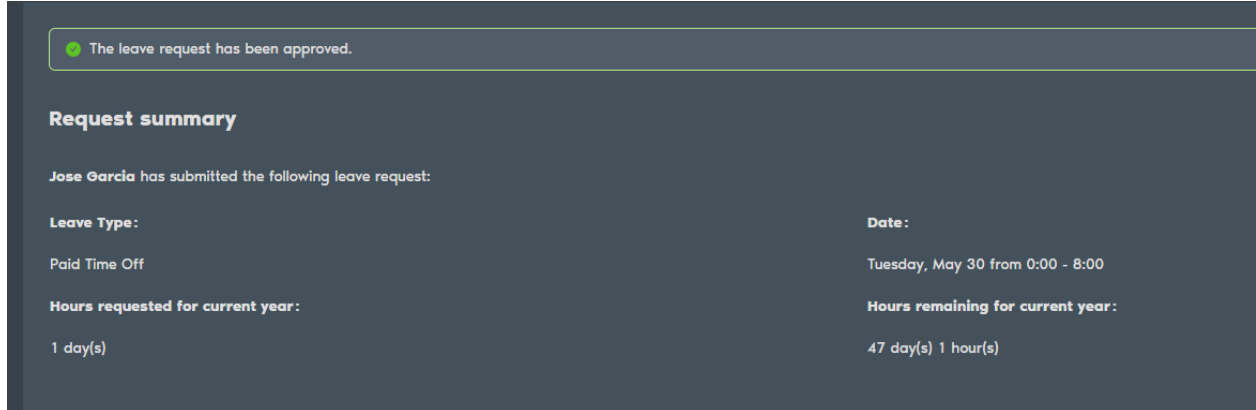
Once approved, the scheduled PTO day will appear on the calendar and scheduled leaves section.



The system will also generate an email to you regarding the request, you may also approve via the email



Once approved, you will be directed to the following Request Summary Screen:



Here you are able to see the details of the request and remaining balance for the specific employee.

The request has been approved.