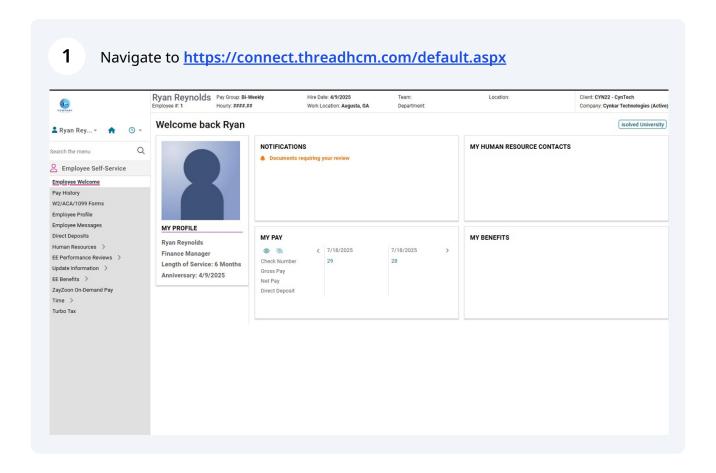
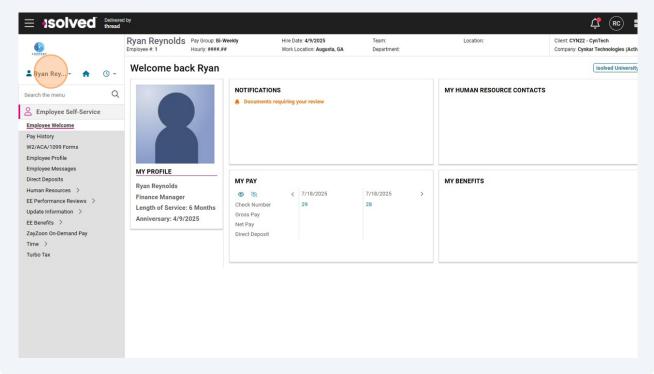
Approve Time Off Requests in Classic View



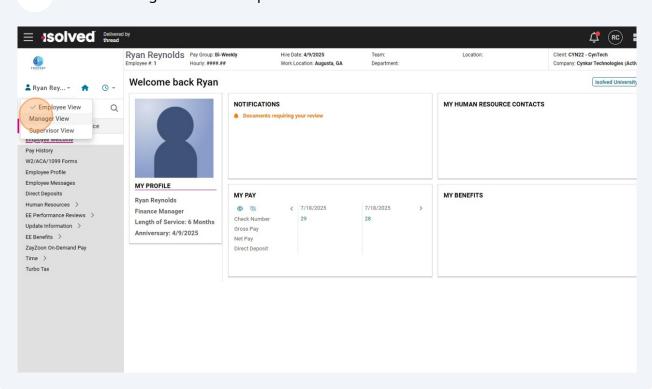
This guide provides a process for managers, supervisors and administrators to approve time off requests in the Classic View of the system.



If you are logging in as a Manager or Supervisor, you can click your name in the top left and switch to that user. If you are an Administrator (Client User) you can skip this step.

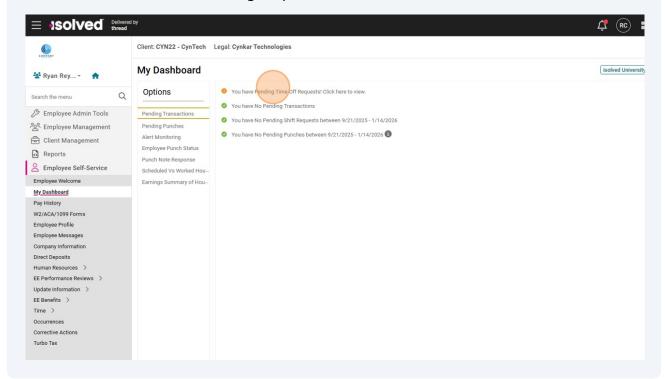


3 Click "Manager View" or 'Supervisor View"

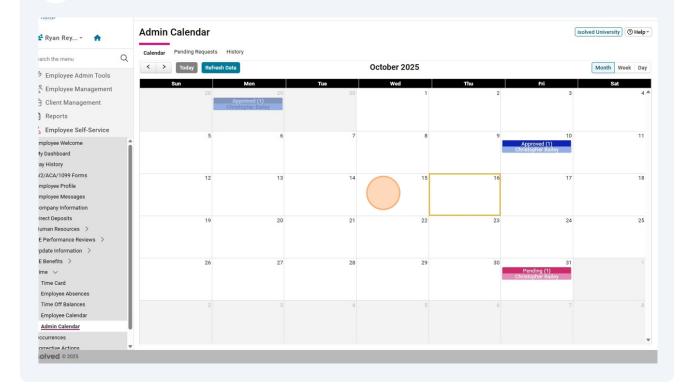


The default screen will be My Dashboard. We have another document that discusses every item on this screen. For Time Off Requests click "You have Pending Time Off Requests! Click here to view."

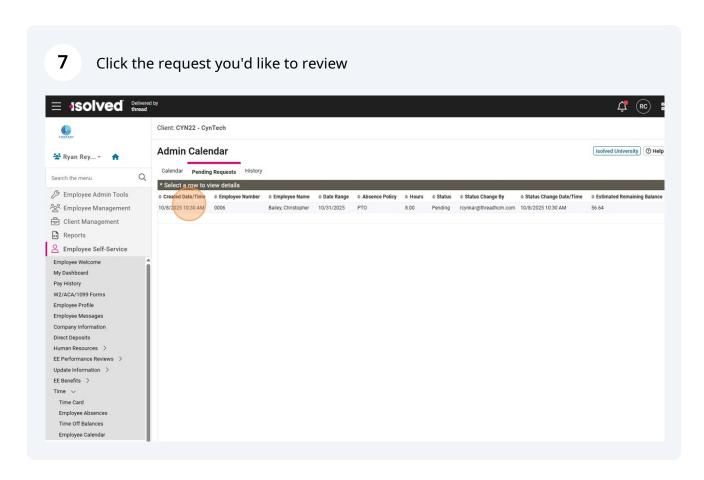
You can also get there by Navigating to Employee Self Service > Time > Admin Calendar and the Pending Requests Tab

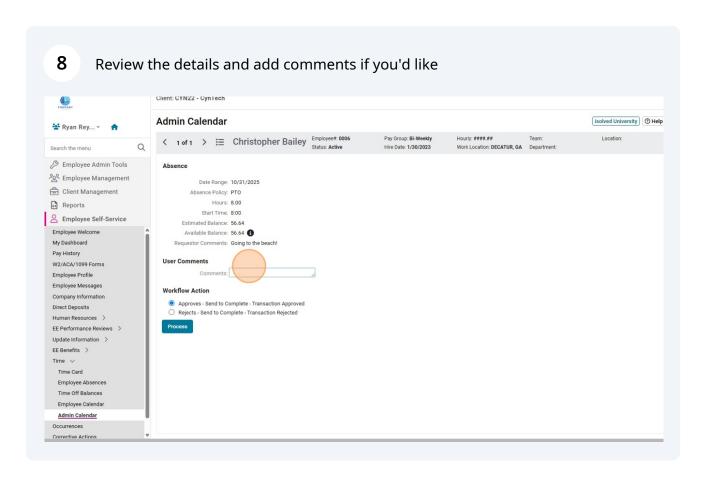


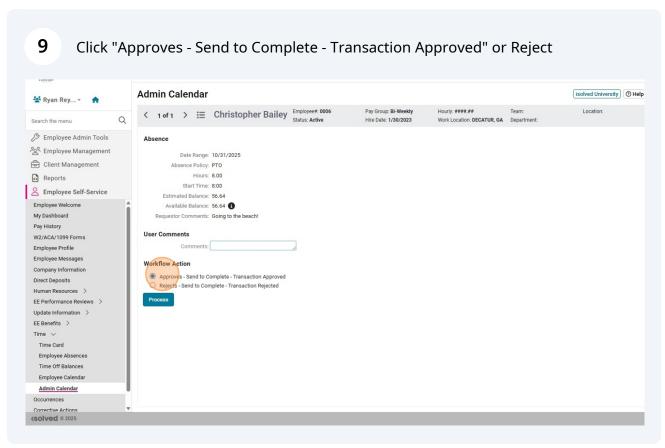
5 It will take you to the Admin Calendar where you can view all employees time offs.



6 Click "Pending Requests" ♣ RC Client: CYN22 - CynTech 5 **Admin Calendar** 🏰 Ryan Rey... 🔻 🏫 Calendar Pending Requests History Search the menu Today Refresh Data Month Week Day October 15, 2025 @ Employee Admin Tools Employee Management Client Management Reports Employee Self-Service Employee Welcome My Dashboard Pay History W2/ACA/1099 Forms Employee Profile Company Information Direct Deposits Human Resources > EE Performance Reviews > Update Information > EE Benefits > Time ∨ Employee Absences Time Off Balances Employee Calendar







10 Click "Process" **Admin Calendar** 💒 Ryan Rey... 🕶 🏫 Hourly: ####.## Team: Work Location: DECATUR, GA Department: Pay Group: Bi-Weekly Hire Date: 1/30/2023 Location: & Employee Admin Tools Absence Employee Management Date Range: 10/31/2025 Client Management Reports Employee Self-Service Absence Policy: PTO Hours: 8.00 Start Time: 8:00 Employee Velcome My Dashboard Pay History W2/ACA/1099 Forms Employee Profile Employee Messages Company Information Direct Deposits Human Resources > EE Performance Reviews > Estimated Balance: 56.64 Available Balance: 56.64 🚯 Requestor Comments: Going to the beach! **User Comments** Comments: Workflow Action Approves - Send to Complete - Transaction Approved Rejects - Send to Complete - Transaction Rejected Update Information > EE Benefits > Employee Absences Time Off Balances Employee Calendar Admin Calendar

Occurrences
Corrective Actions
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