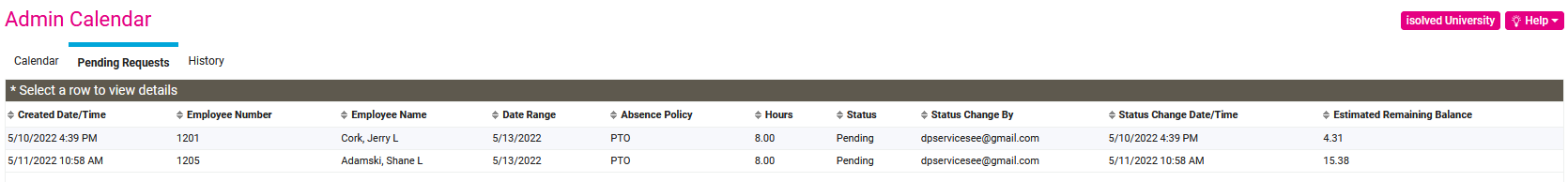


Approving/Rejecting Time Off Requests

1. Navigate to Employee Self Service -> Time -> Admin Calendar  
   Timeline

   Description automatically generated with medium confidence
2. Click the Pending Requests tab at the top of the screen  
   Graphical user interface, text, email, website

   Description automatically generated
3. Select the request from the list that you would like to Approve or Reject by clicking on it.  
   
4. Select the Workflow Action for Approves or Rejects, then click Process.  
   Graphical user interface, text, application, email

   Description automatically generated