Approving time off as a supervisor

- 1. Login in to Timeforce. The first employee's timecard will appear on your screen (sorted alpha ascending).
- 2. Click on the Supervisor link in the top middle bar of the screen.

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- 3. Click on the absence request to be reviewed and approved.
- 4. A separate window will open with the request details. Click on the appropriate button to indicate action desired (Approve, Deny or Close).
- 5. Close the window using the X in the top right corner of the screen.
- 6. Click the Refresh button on Internet Explorer navigation bar.
- 7. The current status of the requests will appear in the Approved column. An email will be sent to the employee (if requested) advising them of the action taken.
- 8. All approved time will be applied to the employee's timecard in Timeforce. The timecard must still be verified prior to payroll run.

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