

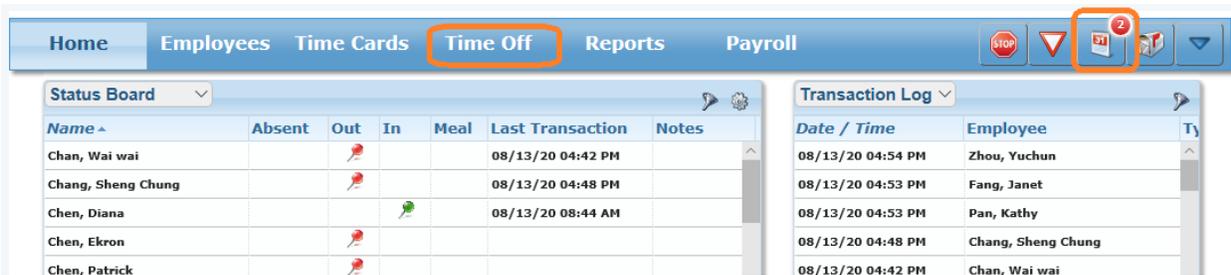
# SOP PayChex Approve Deny Leave Requests as a Manager (PC)

8/13/2020

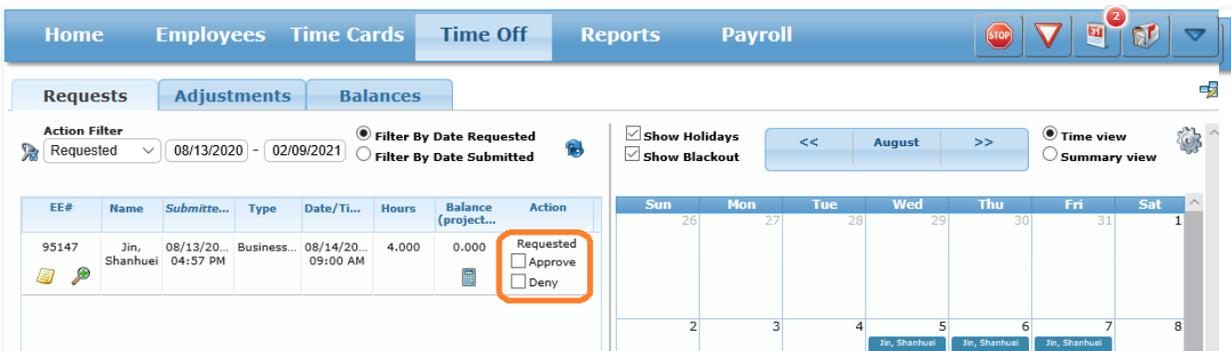
You received email notification.

Under Manager Dashboard, if you have leave requests to approve, you will see **numbers** next to the Calendar icon.

Click on the **Time Off** tab.



This is your approve or deny area:



After your approval or denial, you will see screen like follows:

(leave request is gone)

Home Employees Time Cards **Time Off** Reports Payroll

Requests Adjustments Balances

Action Filter  
 Requested 08/13/2020 - 02/09/2021  
 Filter By Date Requested  
 Filter By Date Submitted

Show Holidays  
 Show Blackout

<< August >>  
 Time view  
 Summary view

EE#	Name	Submitte...	Type	Date/Ti...	Hours	Balance (project...	Action

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	Jin, Shanhuai 9:00 AM - 5:00 PM	Jin, Shanhuai 8:00 AM - 10:00 AM	Jin, Shanhuai 9:00 AM - 11:00 AM	8
9	10	Cheng, Jia 8:00 AM - 4:00 PM	Chen, Wai wai 12:30 PM - 2:30 PM	11	12	Jin, Shanhuai 9:00 AM - 11:00 AM
					14	15

The requester will receive an email notification regarding your action.

From: no-reply@centralservers.com Sent: Thu 8/13/2020 17:03  
 To: [Redacted]  
 Cc:  
 Subject: Time Off Request has been Approved

Time Off Request for the following date has been Approved

**Status Changed By:** Jin, Shanhuai  
**Requested Dates:** 08/14/2020 to 08/14/2020  
**Duration:** 4.00 hours/day  
**Request Type:** Business and Training

[ End of SOP ]