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** <u>next to the Calendar icon</u>.

Click on the **Time Off** tab.

Home Employe	ees Tin	ie Ca	rds	Tim	e Off Repor	ts	Payro	II		Ø 🗸
Status Board						۶	4	Transaction Log ~		>
Name 🔺	Absent	Out	In	Meal	Last Transaction	Notes		Date / Time	Employee	ту
Chan, Wai wai		1			08/13/20 04:42 PM		^	08/13/20 04:54 PM	Zhou, Yuchun	^
Chang, Sheng Chung		2			08/13/20 04:48 PM			08/13/20 04:53 PM	Fang, Janet	
Chen, Diana			2		08/13/20 08:44 AM			08/13/20 04:53 PM	Pan, Kathy	
Chen, Ekron		2						08/13/20 04:48 PM	Chang, Sheng Chung	
Chen, Patrick		2						08/13/20 04:42 PM	Chan, Wai wai	

This is your approve or deny area:

Home		mploy	ees 1	lime Ca	rds	Time	Off R	eports	Payro	"				
Reque	sts	Adjust	ments	Bala	ances									-
Action Fi	lter ied V	08/13/202	20 - 02/0	9/2021	Filter By Filter By	Date Requ Date Subn	ested nitted 🔀	Show Ho	lidays ackout	<<	August	>>	Time view Summary view	, 🎲 î
EE#	Name	Submitte	Туре	Date/Ti	Hours	Balance (project	Action	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri Sa 31	t ^ 1
95147 🥃 🔎	Jin, Shanhuei	08/13/20 04:57 PM	Business	08/14/20 09:00 AM	4.000	0.000	Requested Approve Deny							ł
								2	3	4	Jin, Shanhuel	G Jin, Shanhuei	7 Jin, Shanhuel	8

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

(leave request is gone)

Home	Employees	Time Cards	Time Off	Re	ports	Payro	II				
Requests	Adjustmen	ts Balance	5								-
Action Filter	× 08/13/2020 -	● Filter 02/09/2021 ○ Filter	By Date Requested By Date Submitted	1	Show Ho	lidays ckout	<<	August	>>	Time view Summary	view 🏠
EE# Name	Submitte Type	e Date/Ti Hour	s Balance Acti (project	ion	Sun 26	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat ^ 1
					2	3	4	Jin, Shanhuel 9:00 AM - 5:00 PM	6 Jin, Shanhuel 8:00 AM - 10:00 AM	7 Jin, Shanhuei 9:00 AM - 11:00 AM	8
					9	10	11 Chiang, I-Ju 8:00 AM - 4:00 PM	12 Chan, Wai wai 12:30 PM - 2:30 PM	13	14 Jin, Shanhuel 9:00 AM - 1:00 PM	15

The requester will receive an email notification regarding your action.



[End of SOP]