

Pending Leave Requests

This view displays all employees with a pending leave request, as well as recent work or absences. The pending leave requests view allows you to sort leave requests by seniority or by date of full-time status. Use the Order By drop-down menu to sort by the selected criteria. Once you have sorted the requests in the order in which you want to review them, click an employee. The leave request view is displayed, allowing you to approve or deny the leave request.

[← Previous Week](#)
[→ Following Week](#)
 Order By

Pending Leave Requests												
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
	Nov	Nov	Nov	Nov	Nov	Nov	Nov	Nov	Nov	Nov	Nov	Dec
	20	21	22	23	24	25	26	27	28	29	30	1
Adams, Kathy 11/17/05 22:21						Req Request Vacation 8:00						
Adolph, Janet 11/17/05 22:21					Req Request Vacation 16:00							
Alexander, David 11/17/05 22:22				Req Request Vacation 32:00								
Antonyk, Andrew 11/17/05 22:24										Req Request Vacation 32:00		

Browsing

Click [← Previous Week](#) or [→ Following Week](#) to browse to the previous or following week of pending leave requests.