

# How to Approve/Reject Time Off Request

## Approve/Reject Time Off Request in Payroll

1. From the Payroll module, click **Time Off Request**
2. Select and Open Time Off Request to either Approve or Reject
3. Approve Time Off
  - a. Click **Approve** button  
[blocked URL](#)
  - b. Click **Post to Calendar** button to display time off request in Calendar
4. Reject Time Off
  - a. Click **Reject** button  
[blocked URL](#)
  - b. Employee can now edit and resubmit time off request

## Approve/Reject Time Off Request in Common Info

1. From the Common Info module, click **Approvals**
2. Approve Time Off
  - a. Check **Approve** checkbox column of time off to be approved
  - b. Click **Save** button
3. Reject Time Off
  - a. Check **Reject** checkbox column of time off to be approved
  - b. Click **Save** button