

Schedule360 Captivate Training

Approving Pending Time Off

TX - CLIN - Waco Monthly

APRIL 2022

MON	TUE	WED	THU	FRI	SAT	SUN
23 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA	24 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA	25 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA	26 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA	27 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA	28 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA	29 BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA BANKS BA, MA

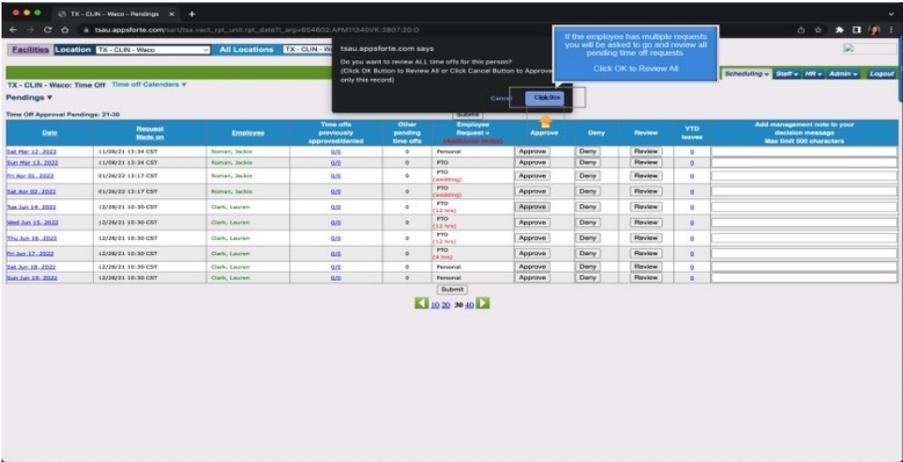
Select Time Off Pending from the Scheduling tab

TX - CLIN - Waco Time Off Time off Calendar

Time Off Approval Pending: 21/36

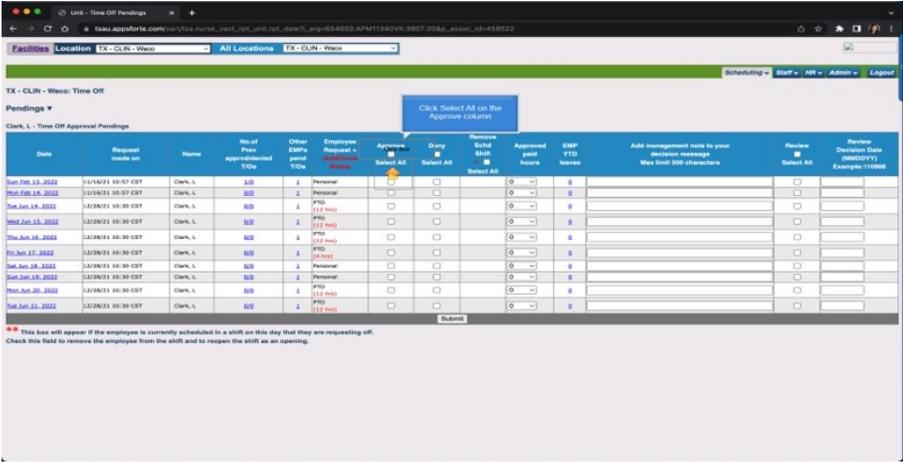
Date	Reason	Employee	Time off approved/approved	Other pending time off	Employee Requested	Approve	Deny	Review	YTD	Notes
04/17/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/18/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/19/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/20/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/21/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/22/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/23/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/24/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/25/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/26/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/27/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/28/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/29/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	
04/30/2022	11/00/01 13-34 CST	Roman, Jackie	0:00	0	Personal	Approve	Deny	Review	0	

Click Approve for the request you would like to approve

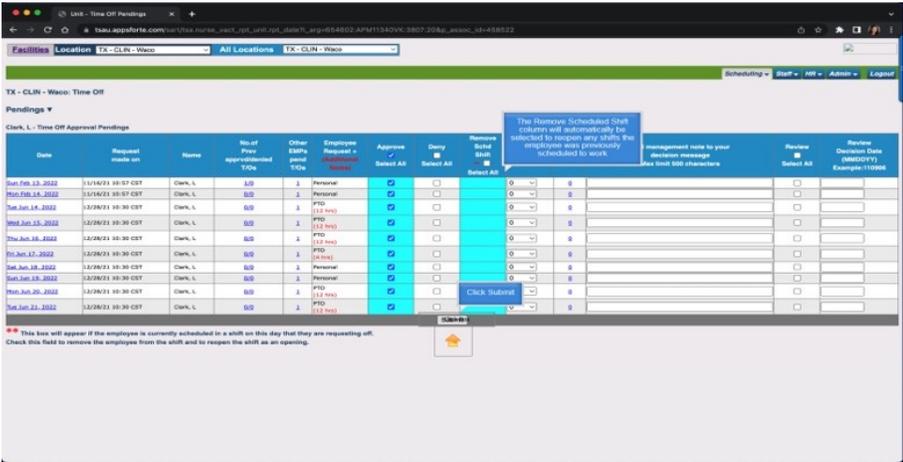


If the employee has multiple requests you will be asked to go and review all pending time off requests.

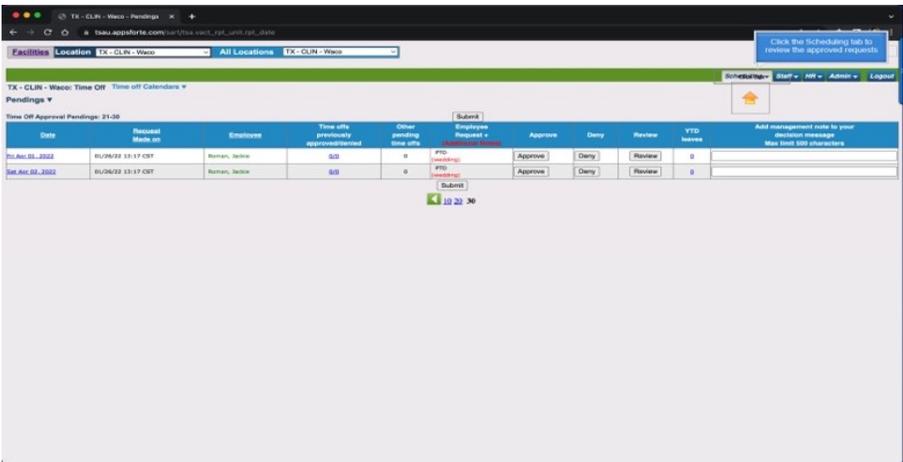
Click OK to Review All



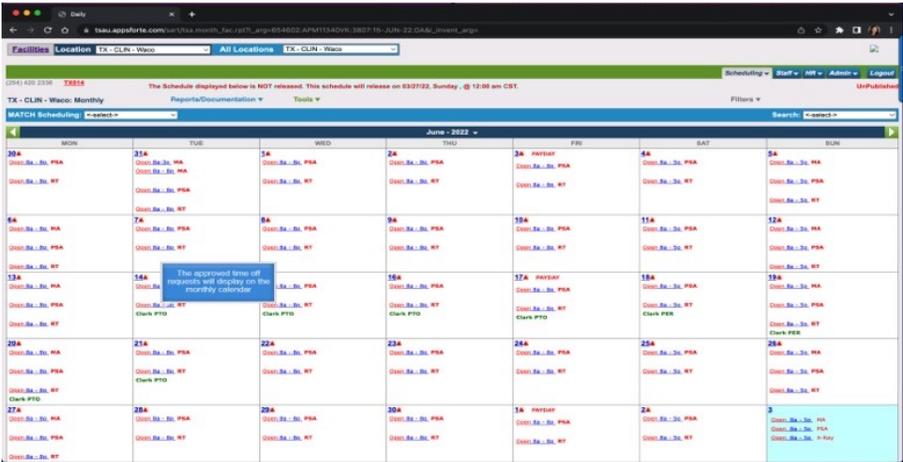
Click Select All on the Approve column



The Remove Scheduled Shift column will automatically be selected to reopen any shifts the employee was previously scheduled to work. Then click submit.



Click the Scheduling tab to review the approved requests



The approved time off requests will display on the monthly calendar