

Schedule360 Captivate Training Approving Pending Time Off

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			April - 2022 -		Select Time Off	Pondings
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Select Time Off Pendings from the Scheduling tab

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er 01.2022	91/24/22 13:17 C67	Roman, Jackie	0./0		(wedding)	Appro V	x Approve for ou would like I	b approve	0	
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hen 14, 2022	12/28/21 10:30 CST	Clark, Lauren	9.0	۰	PT0	Applement	Deny	Raviow		
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Click Approve for the request you would like to approve



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

Click OK to Review All

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

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Click the Scheduling tab to review the approved requests

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The approved time off requests will display on the monthly calendar

