Approving Time Off

For Time Approvers

Quick Reference Guide

Steps for Approving Time Off:

1. On the workday homepage, click on the Cloud Icon located in the upper right hand corner of the screen. Click on Inbox to view tasks. An orange badge will appear on the cloud icon anytime a new task arrives in the Inbox.

2. The Time Off Request task will display. In the task, select the green Approve button to approve the time off request. You can click on View Balances to view the workers accruals for verification.

Keep in mind

- When you approve an absence, the worker’s schedule is automatically adjusted to show the absence.
- Only full-day absences should be reported for exempt employees.
- Workers on an open schedule can request time off as long as they have the adequate time accrued.

Information needed

- CNET ID
- Password
- Worker name
3. A task displaying the successful approval of time off will display. Click **Done** to complete the process.

FOR ASSISTANCE CONTACT:
Shared Services Office: Service Desk
Submit your question [here](#)
Call 773-702-5800, M-F 8am – 5pm