

Manage Requests

This menu allows you to view, approve, and deny **Absence**, **Missed Clock In**, **Missed Clock Out**, and **Timesheet Adjustment** requests submitted by employees from *Employee LINQ*.

Help Files

Click the information icon to access step-by-step instructions for this particular menu.

Filter

Filter by **Request Type**, **Site**, **Date Range**, **Request Date**, and **Status**, paying particular attention to the **Status**, as it is set to **Pending** by default.

The screenshot shows the 'Manage Requests' interface. At the top, there is a navigation bar with 'Manage Requests' and an information icon. Below this is a 'Filters' section with dropdowns for 'Request Type' (set to ALL) and 'Site' (set to ALL). There are also radio buttons for 'Date Range by' (Work Date selected) and date pickers for 'From' (04/08/2018) and 'To' (05/28/2020). A 'Status' dropdown is set to 'Pending'. Below the filters is a table with columns: Employee #, Last Name, First Name, Work Date, Request Date, Request Type, and Status. Two rows are visible: one for employee 100003 (Bernard Draco) with an 'Absence Request' on 12/06/2019, and another for employee 100006 (Hanks Thomas) with a 'Missed Clock In' on 02/01/2020. Both requests are in 'Pending' status and have 'APPROVE' and 'DENY' buttons. Below the table is a form for 'Job' (Principal 12), 'Time In' (08:00), 'Time Out' (05:00), and 'Hours' (9.00). A 'Request Message' text area is at the bottom. Callouts point to the 'APPROVE' and 'DENY' buttons with instructions.

Approve
Click **Approve** to approve a request. Fill out any necessary fields, including adding a substitute.

Deny
Click **Deny** to deny a request. You are required to enter an explanation for why you are denying the request.