To approve a time off requested by your team, select the **Workday** icon on OKTA.

1. On the Workday homepage, the time offs requested by your team will be displayed on the left side of the screen under **Inbox**.
   a. Select the request you need to approve.
   b. Alternatively, you can select **Team Time Off** under **Applications** to approve your team's time off requests.
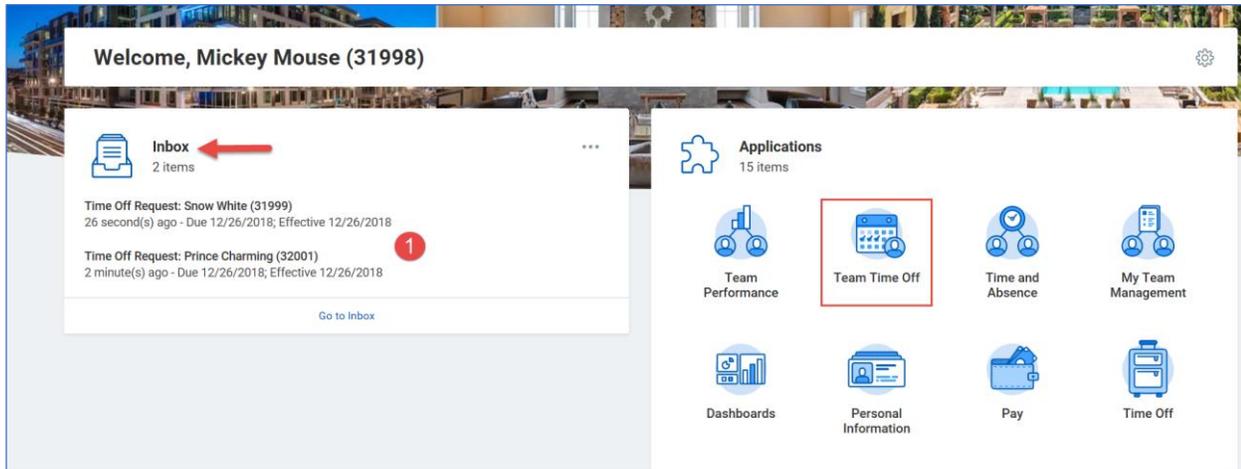
2. **Review** the time off request details and click the **Approve or Send Back** button to approve or deny the request.
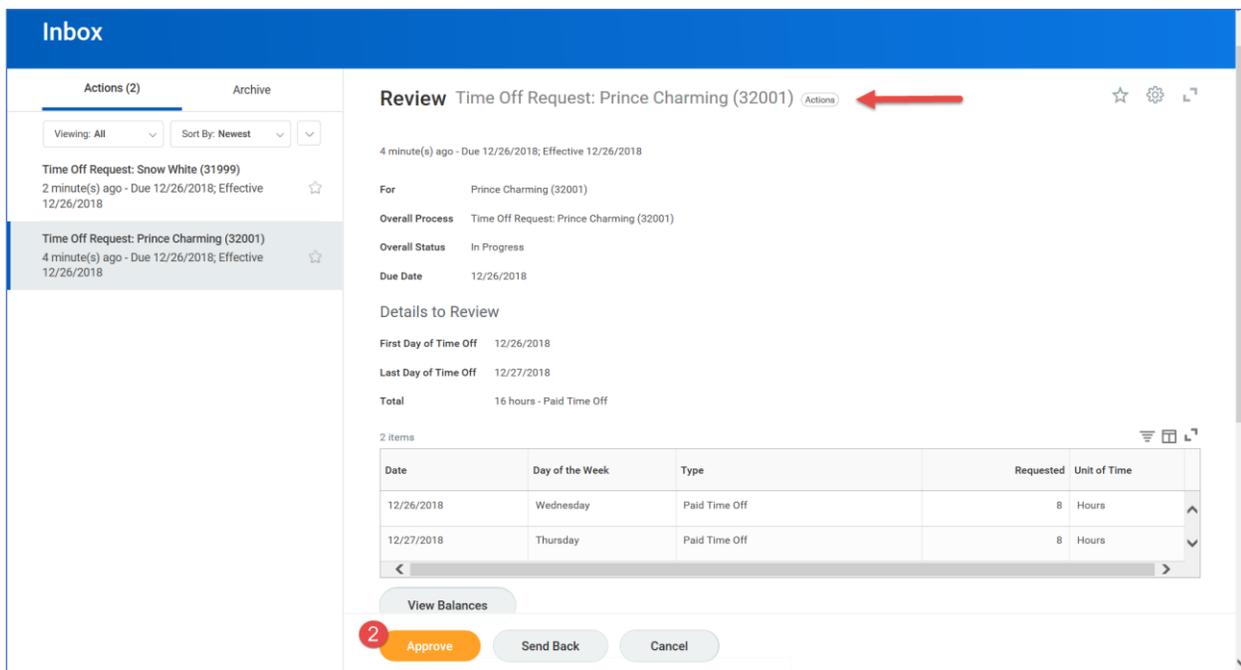
3. On the next screen, click **Done** to complete the process.

For Questions Contact - HRSystemSupport@essex.com