

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

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-101	Welc	ome,	Mickey Mouse (3	1998)					
			A CONTRACTOR OF THE PARTY OF		-				A PAR SALA
		Inbox 2 items	-			Application 15 items	15		
	Time Off Request: Snow White (31999) 26 second(s) ago - Due 12/26/2018; Effective 12/26/2018 Time Off Request: Prince Charming (32001) 2 minute(s) ago - Due 12/26/2018; Effective 12/26/2018				Team Performance	Team Time Off	Time and Absence	My Team Management	
			Go to inbo	x		Dashboards	Personal	Pay	Time Off

2. Review the time off request details and click the Approve or Send Back button to approve or deny the request.

Inbox									
Actions (2) Archive	Review Time Off Request: Prince Charming (32001) 🛲 💠 🔅								
Viewing: All v Sort By: Newest v	4 minute(s) ago - Due 12/26/2018; Effective 12/26/2018								
Time Off Request: Snow White (31999) 2 minute(s) ago - Due 12/26/2018; Effective \[For Prince Charming (32001)								
Time Off Request: Prince Charming (32001) 4 minute(s) ago - Due 12/26/2018; Effective 12//26/2018	Overall Process Time Off Request: Prince Charming (32001) Overall Status In Progress Due Date 12/26/2018								
	Details to Review First Day of Time Off 12/26/2018 Last Day of Time Off 12/27/2018 Table 15 James Details Time Off								
	2 items = :::::::::::::::::::::::::::::::::::								
	Date	Day of the Week	Туре	Requested	Unit of Time				
	12/26/2018	Wednesday	Paid Time Off	8	Hours	^			
	12/27/2018	Thursday	Paid Time Off	8	Hours	~			
	< View Balances								
	2 Approve	Send Back Car	ncel						

3. On the next screen, click **Done** to complete the process.