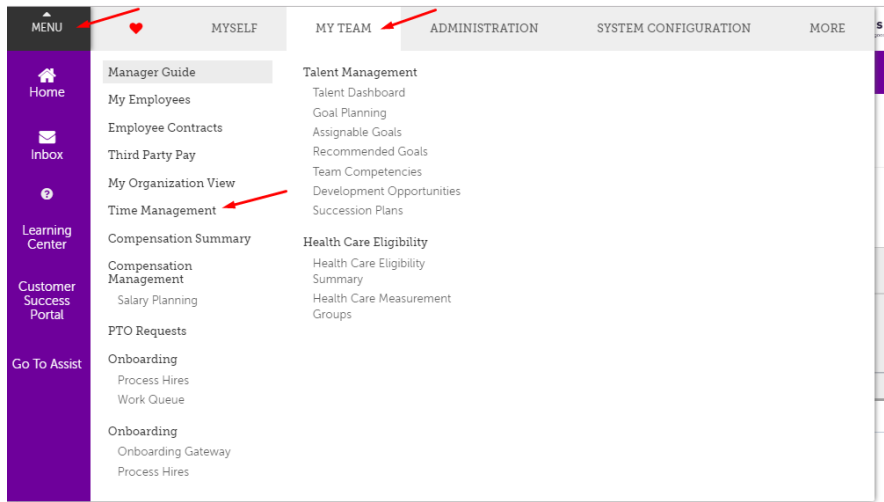
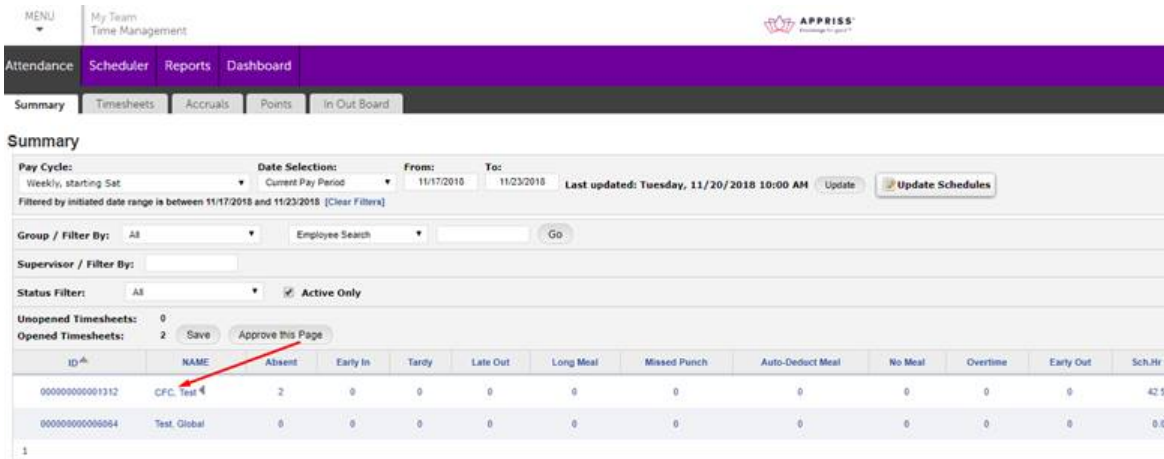


Manager: Reviewing Time Off Requests in UltiPro

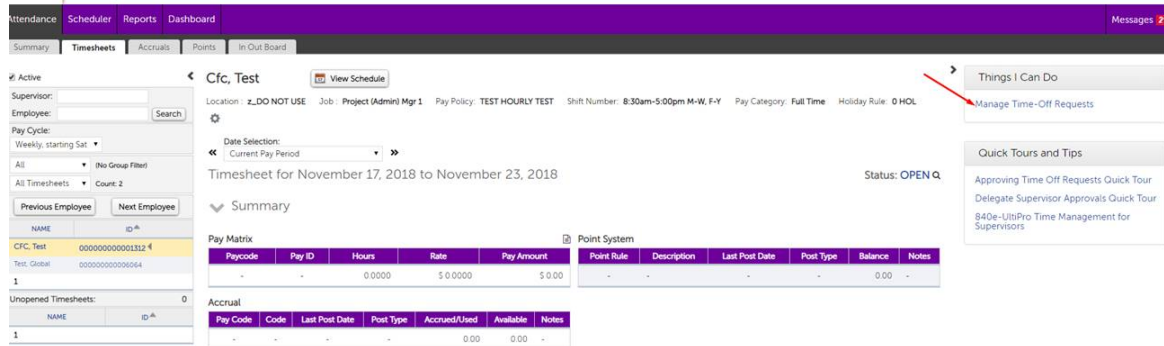
1. Log into UltiPro and select Menu -> My Team -> Time Management.



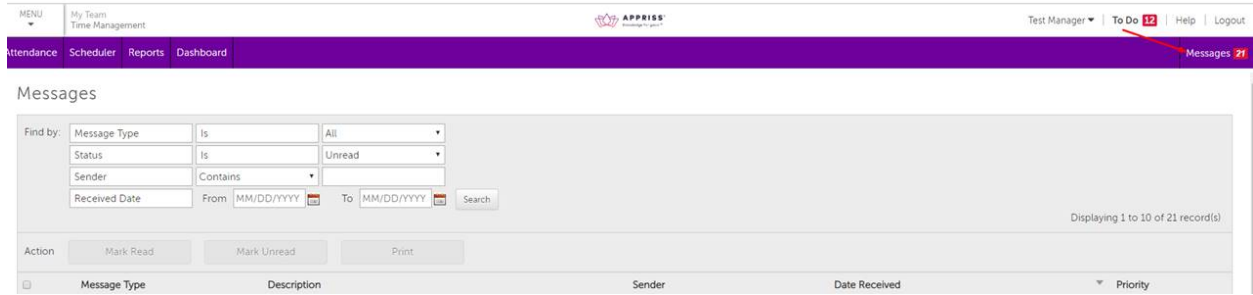
2. You will then have a list of your employees on the Summary tab. You will want to select the employee's name that you are wanting to review.



3. Choose Manage Time-Off Requests under the "Things I Can Do" menu.



- You are also able to review the requests by choosing Messages in the top right corner under the Logout button.



- Once on the Manage Time-Off Requests screen you are able to review and approve or deny the request.

