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## UTM - How to Find, Approve, Deny, or Remove PTO or Time-off Request(s) in Time Management

Steps Find, Approve, Deny, or Remove a PTO or Time-off Request in Time Management.

Jun 8, 2023 · Knowledge

### Article Number

000176661

### Article Record Type

Pro-Knowledge

### Title

UTM - How to Find, Approve, Deny, or Remove PTO or Time-off Request(s) in Time Management

### URL Name

UTM-How-to-Find-Approve-Deny-or-Remove-PTO-or-Time-off-Request-s-in-Time-Management

### Summary

Steps Find, Approve, Deny, or Remove a PTO or Time-off Request in Time Management.

### Goal/Question/Problem

- How do I find, approve, deny, or remove PTO or Time-off Requests in UKG Pro Time Management (UTM)?

### Environment

- UKG Pro® Time Management solution

### Surrounding Circumstances (Portal)

### Resolution (Portal)

### How to Mass Approve, Deny, or Remove PTO or Time-off Request(s) in UTM

1. Navigate to *Time Management > Scheduler > Requests page*.
2. Enter the Date Range for the time-off request (*For example, from 12/01/2021 to 12/31/2021*).
3. Select 'ALL' in the filter drop-down menu for Request Status.
4. Click on the plus (+) icon to add an additional filter.
5. Confirm the Employee Name has 'Contains' selected for the to filter drop-down menu.
6. Enter the employee's last name in the field beside the Contains option.
7. Click the Search icon to find the employee's time-off request.
  - When Approving or Denying the time off request, follow the steps in the next section below.
8. Verify the time-off Status appears as Approved or Declined after approving or denying.
9. Confirm the hours posted or removed from the employee's timesheet via *Attendance > Timesheets page*.

### How to Approve, Deny, or Remove a Single (1) time-off request for a specific employee:

- To **approve** a request:
  1. Select the arrow to the left of the employee's name.
  2. Select the Time-off Request referencing the Date Requested.
  3. Click on the 'Approve' icon. *Approved requests can be denied if needed.*
- To **decline** a request:
  1. Select the arrow to the left of the employee's name.

2. Select the Time-off Request referencing the Date Requested.
  3. Click on the 'Deny' icon. *Declined requests can be Approved if needed.*
- To **delete** a request:
    1. Select the arrow to the left of the employee's name.
    2. Select the Time-off Request referencing the Date Requested.
    3. Click on the 'Remove' icon. *The Remove option is a delete function and **cannot** be undone.*

### How to Mass Approve, Deny, and Remove multiple time-off requests for a specific employee:

- To **approve** requests in mass:
  1. Select the check box to the left of the 'Name' field.
  2. Select Approve. *The approve option allows the request to be denied if needed.*
- To **decline** requests in mass:
  1. Select the check box to the left of the 'Name' field.
  2. Select Deny. *The deny option allows the request to be approved if needed.*
- To **remove** requests in mass:
  1. Select the check box to the left of the 'Name' field.
  2. Select Remove. *The remove option is a delete function and **cannot** be undone.*

### Important:

- The remove option is intended to delete invalid or old pending requests (*for example, requests from 2021*).
- Examples of invalid requests are those that were submitted with the incorrect date range or pay codes.
- The deny option declines the employee's time-off request and allows the request to be approved again.
- Best Practice: DENY time-off requests first before clicking the REMOVE icon, if removing or deleting the request from the system is necessary.

### Example for Approving, Denying and Removing a Single (1) Time-off Request.

The screenshot shows the 'Manage Time-Off Requests' interface. At the top, there are tabs for 'TO DO', 'All', 'New', 'Modify Pending', and 'Cancel Pending'. Below this is a search filter section with the following criteria: Requested Date (From: 12/01/2021, To: 12/31/2021), Request Status (Is: All), and Employee Name (Contains: Anderson). A 'Search' button is also present. Below the search filters, there is a 'Result Summary' showing '1 Employee, 1 Approved, 0 Pending, 0 Declined, 0 Canceled' and 'Displaying 1 to 1 of 1 record(s)'. The main table has columns for Name, Type, Hours Requested, Hours Available, Alerts, Comments, Date Submitted, Date Requested, Supervisor, Status, and Seniority Date. The table contains one record for Anderson, PAID TIME OFF, 8.00 hours requested, with a status of 'Approved'. The 'Date Requested' is 'Mon 12/20/2021'. Below the table, there are action buttons: 'Approve', 'Deny', and 'Remove', all of which are highlighted with red boxes. There is also an 'Email Calendar Appointment' button.

### Example for Mass Approve, Deny, and Remove Multiple Time-off Requests.

Requests

### Manage Time-Off Requests

TO DO

Requested Date: From 12/01/2021 To 12/31/2021

Request Status: Is All

Employee Name: Contains Anderson

Result Summary: 1 Employee, 1 Approved, 0 Pending, 0 Declined, 0 Canceled

Displaying 1 to 1 of 1 record(s)

Action: Approve, Deny, Remove, Email Calendar Appointment

Name	Type	Hours Requested	Hours Available	Alerts	Comments	Date Submitted	Date Requested	Supervisor	Status	Seniority Date
Anderson	PAID TIME OFF	8.00	8.00				From: 12/14/2021 To: 01/03/2022		Approved	
	PAID TIME OFF	8.00					Tue 12/14/2021		Approved	
	PAID TIME OFF	8.00					Wed 12/15/2021		Approved	
	PAID TIME OFF	8.00					Thu 12/16/2021		Approved	
	PAID TIME OFF	8.00					Fri 12/17/2021		Approved	
	PAID TIME OFF	8.00					Mon 12/20/2021		Approved	

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## Root Cause

## Additional Information (Portal)

UKG Pro  
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