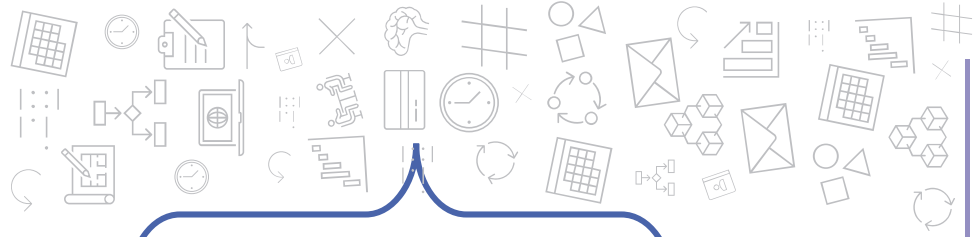


# Time Off Approvals



1. Click on your name on the upper right-hand corner of the screen and select My Employee Portal
2. Navigate to your tasks and select SEE ALL TASKS
3. Click on the arrow next to TIME OFF REQUEST to see the details of the request
4. Choose Approve or Deny for the following reason(s)
5. Click SUBMIT to save changes

**NOTE:**  
DMS/SUPERVISORS SHOULD CHOOSE THE NON-CORPORATE PORTAL FOR PTO APPROVALS ONLY

TYPE	EMPLOYEE ID	REFERENCE	DATE/TIME SUBMITTED
TIME OFF REQUEST			04/14/2022 16:50:36

Approve  
 Deny for the following reason(s)

**SUBMIT**

