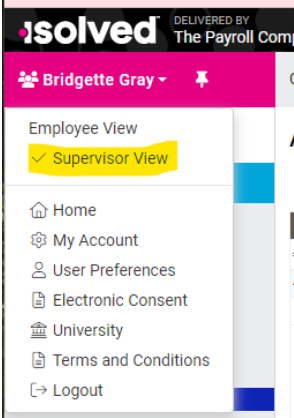
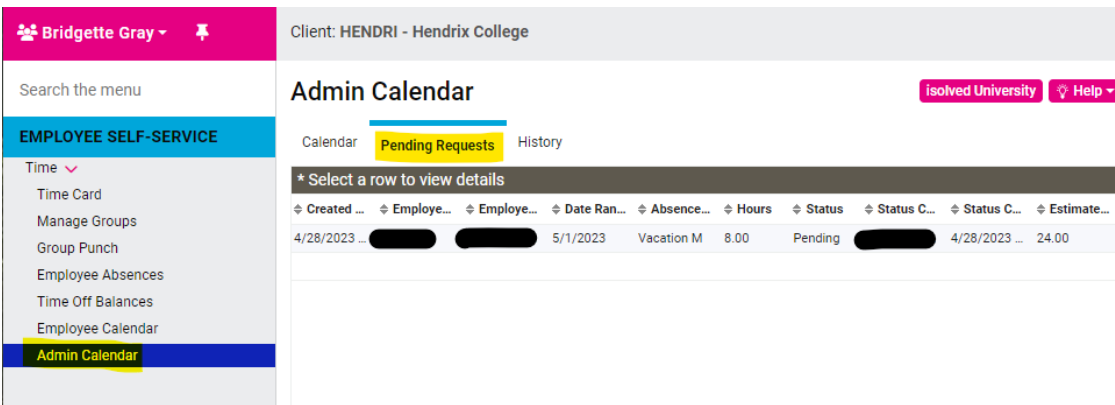


# Approve a Time Off Request

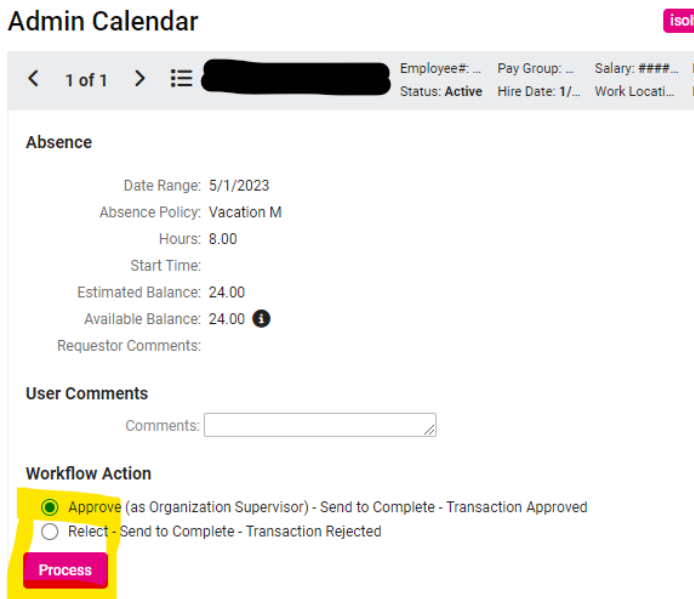
When an employee makes a request for time off, you will receive an email from [NoReplyTPC@myisolved.com](mailto:NoReplyTPC@myisolved.com) with subject line Time-off Requests. To approve the leave request, log into your iSolved account and switch to Supervisor View by clicking the triangle next to your name and then selecting **Supervisor View**:



Under Employee Self-Service / Time, click on Admin Calendar in the drop-down. In the Admin Calendar, select the **Pending Requests** tab and click on the name of the employee whose leave you are approving.



Select Approve or Reject under Workflow Action and click the pink “Process” button.



If you have questions or need assistance, please contact Bridgette Gray, [gray@hendrix.edu](mailto:gray@hendrix.edu) or call 501-450-1415.