# PERFORM TIME

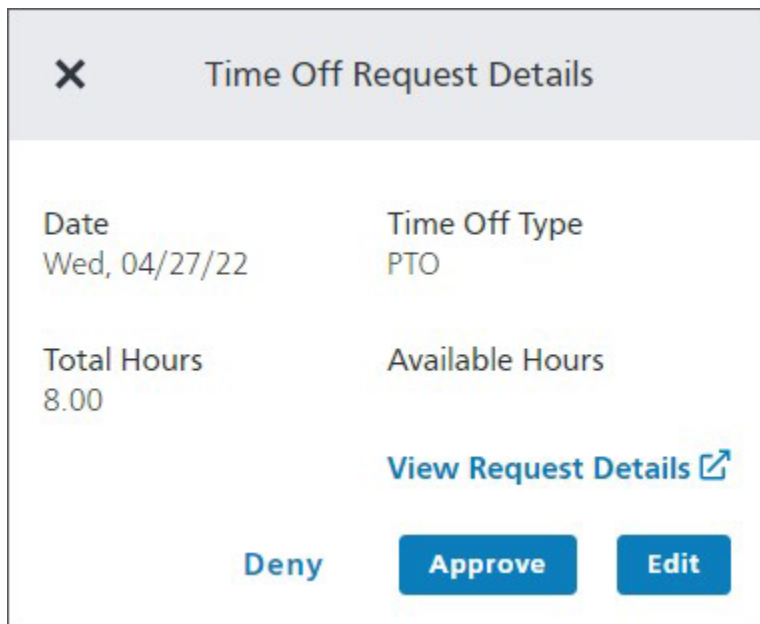How to approve a time off request for an employee

WEB BROWSER

Log onto www.Paycor.com

Use the tools on the login page to retrieve your username/password

1. Go to **People > All People**.

2. Click the name of the employee whose time off you want to approve.

3. In the profile menu on the left, select **Time > Time Card**.

4. Under the **Dates** column, the calendar icon indicates an unapproved time off request.

Dates
Wed, 04/27   ⋮
🗓1
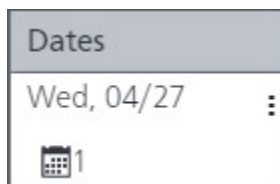
5. Click the icon to view more details, approve, deny, or edit the request.

✕   Time Off Request Details

Date
Wed, 04/27/22

Time Off Type
PTO

Total Hours
8.00

Available Hours

View Request Details ↗

Deny   **Approve**   **Edit**

6. When editing the request, you can change the time off type, amount, or request type, and add comments.

Time Off Request Details

Time Off Type

PTO

Date
Wed, 04/27/22

Request Type

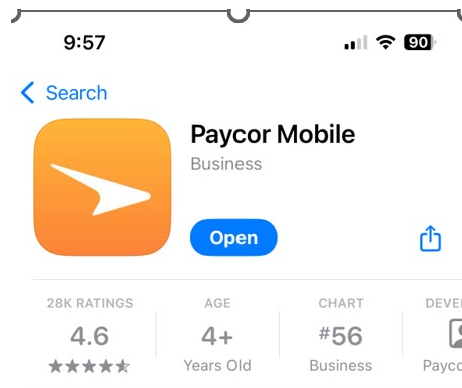Full Day

Total Hours
8.00

Available Hours

Comments

0/300

Deny   Approve

7. Click **Approve** or **Deny**.

MOBILE APP

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★★★★⯪ | Years Old | Business | Payco

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