| Name of Procedure: | Division: | |
|--|-------------------|---------------------------|
| Dayforce – Editing an Approved/Declined Time Off | Human Resources | Page 1 of 2 |
| Request | | |
| Effective Date: | Next Review Date: | |
| 2/6/2020 | 2/6/2021 | |

TITLE: Dayforce – Editing an Approved/Declined Time off Request

PURPOSE: To provide management with systematic guidance for making changes to a time off request that has been previously approved or denied.

ROLES & RESPONSIBILITIES: Managers with direct reports

TASKS:

- 1. Login to Dayforce. https://www.dayforcehcm.com/mydayforce/login.aspx
- 2. Select Approvals from the top right menu.



- 3. The view for Approvals defaults to pending requests only.
- 4. To filter for a time off request that has been previously approved or denied, select Filter & Sort.



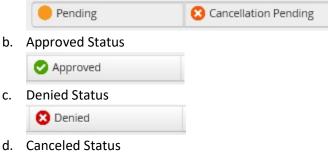
5. The filters option for Approvals will open enabling you to search for any previously decisioned request.

| 🔁 Refresh | 🌱 Filter & Sort 🗦 | CREQUEST New Time Off | Reports | | | | | × |
|-----------------|-------------------------|-----------------------|---------------|---------------------|--------------------|------------------------|------------------------|---|
| Employee Name | | | | | | | | Θ |
| Approval Type | Availability | Overtime Banking | 🕏 Shift Trade | Time Away From Work | Unfilled Shift Bid | 🔁 Unfilled Shift Trade | | 0 |
| Status | ending | Cancellation Pending | Approved | Oenled | Canceled | | | 0 |
| Date Range | 1/6/2020 💮 - | 2/4/2021 | | | | | | |
| Location | Select an Option | 6 X | | | | | | 0 |
| Sorting Options | Approval Type 🔹 🛉 🗌 Cre | ated Date + | | | | | | |
| To Add Filter | S Reset to Default | | | | | | Actionable Apply Close | |

6. Search for a specific employee by entering their last name.

Employee Name

- 7. Select the time off request status you wish to filter for.
 - a. Pending/Cancellation Pending Status (default view)



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8. **IMPORTANT**: Click to slide the 'Actionable' option to unchecked. This must be done in order to view requests that have been previously approved/denied.

| Before: | Actionable |
|---------|------------|
| After: | Actionable |

9. Click Apply on the right side of the filter menu.



- 10. Filter results will populate in the window below.
- 11. If you need to edit the date, request type, full or half day, simply click on the request and it will open.
- 12. If the item is approved and now needs to be denied, click Deny at the bottom of the request.
- 13. If the item is denied and now needs to be approved, click Approve at the bottom of the request
- 14. If the item needs to be changed from half day to full or vice versa, simply make the change and click Save at the bottom.