

Name of Procedure: Dayforce – Editing an Approved/Declined Time Off Request	Division: Human Resources	Page 1 of 2
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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:

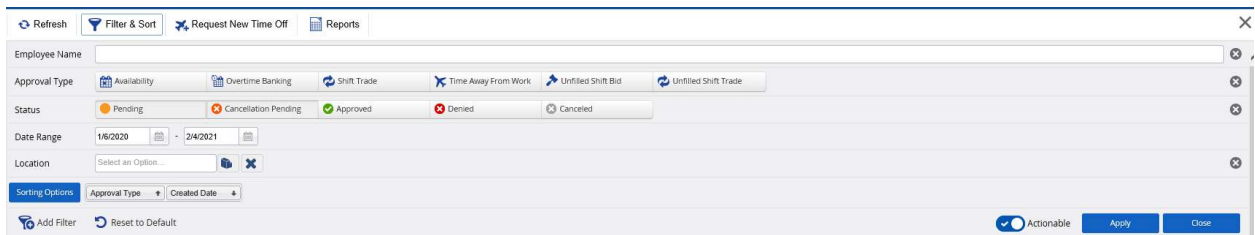
1. Login to Dayforce. <https://www.dayforcehcm.com/mydayforce/login.aspx>
2. Select Approvals from the top right menu.



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 decided request.



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)



- b. Approved Status



- c. Denied Status



- d. Canceled Status

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



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



- Filter results will populate in the window below.
- If you need to edit the date, request type, full or half day, simply click on the request and it will open.
- If the item is approved and now needs to be denied, click Deny at the bottom of the request.
- If the item is denied and now needs to be approved, click Approve at the bottom of the request.
- 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.