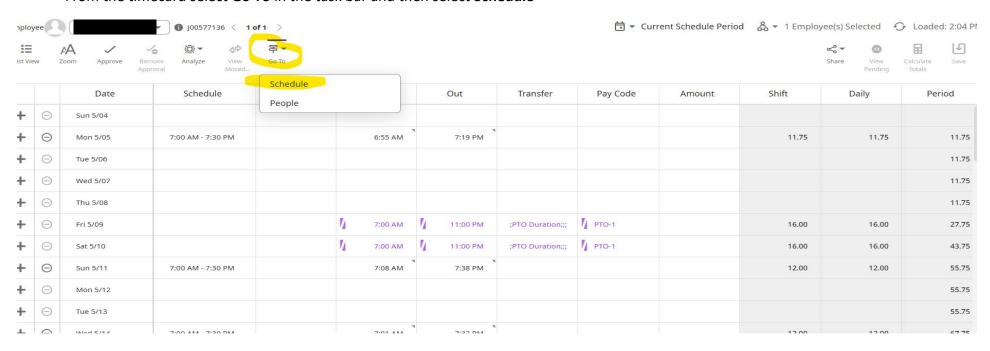


## **How to Modify an Approved Time Off Request for Managers**

Any pay codes on the timecard that are in purple are generated from the schedule so you will not be able to edit them directly. For the clinics these are usually the result of approved time off requests that were put in through UKG.

• From the timecard select **Go To** in the task bar and then select **Schedule** 



• Right click on the date tile with PTO to be edited



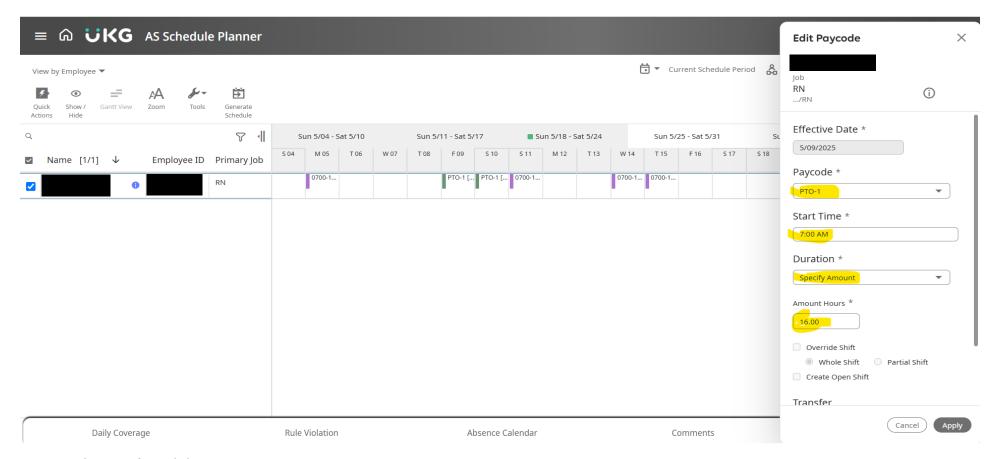


• Select **Edit** 



Make the appropriate edit to the Paycode, Start Time or Duration (amount of hours) as applicable





• Select **Apply** and then **Save**