



Approve a Time Off Request

Luma Role: Manager

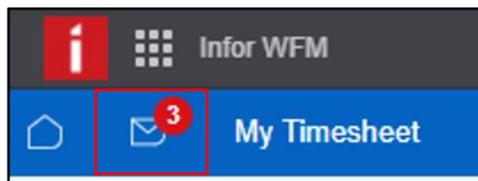
Reason: A manager needs to approve a time off request submitted by an employee.

1. Select the **Infor WFM** application.



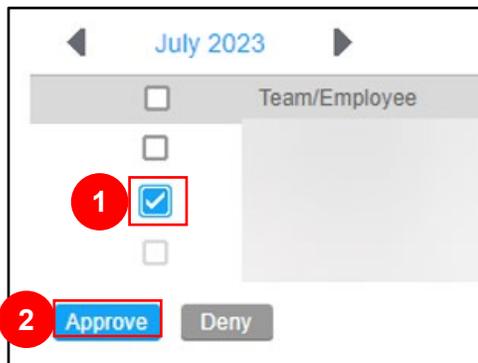
2. Click the **Inbox** icon to access employee time off requests awaiting your approval.

Note: You may also select the “A time off request is pending your approval.” Link.

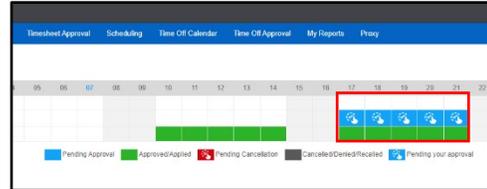


3. To approve the entire request, check the box next to the employee and click the **Approve** button.

Note: To review and approve individual days, skip to step 4.

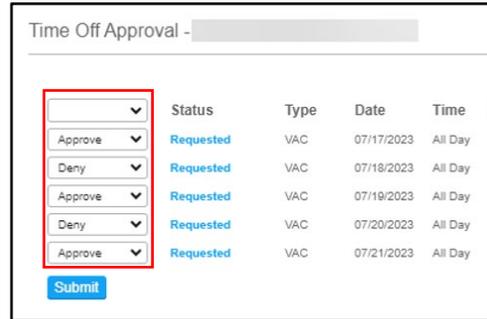


- To review and approve individual days of a request, click the request(s) **Pending your approval**.



- On the **Time Off Approval** form, select **Approve** or **Deny** for each individual day.

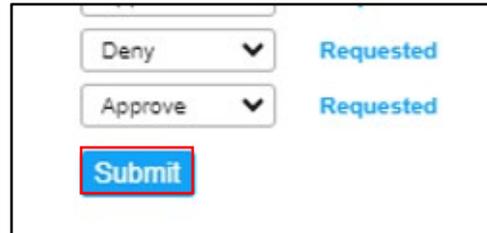
Note: The employee will receive a message regarding the status of their request for time off.



- Click the **Submit** button.

Note: The employee will receive a message regarding the status of their request for time off.

An approved time off request will NOT automatically update an employee's timesheet. Actual time-off taken must be entered separately on an employee's timesheet. Employee's time off plans may change, and actual PTO taken may differ from what has been requested/approved.



Result

You have successfully approved a time off request.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

Date (07/07/23)
Version 1