

# Time Off Requests

01/11/17 Wed 08:09 AM

Acme Manufacturing

01/01/17 Sun - 01/31/17 Tue

## All Employees

| Employee Name   | Date Submitted | Status   | Time Off Dates        | Pay Code | Hours Per Day | Approving Supervisor    | Date Completed |
|-----------------|----------------|----------|-----------------------|----------|---------------|-------------------------|----------------|
| Ball, William   | 01/06/17 Fri   | Denied   | 1/9/2017              | PTO      | 8:00          | Administrator, PayClock | 01/08/17 Sun   |
| Ball, William   | 01/09/17 Mon   | Approved | 1/19/2017 - 1/20/2017 | PTO      | 8:00          | Administrator, PayClock | 01/09/17 Mon   |
| Blanders, Vicki | 01/10/17 Tue   | Approved | 1/16/2017             | PTO      | 8:00          | Administrator, PayClock | 01/11/17 Wed   |

## Time Off Request Notes:

| <u>Date(s)</u>        | <u>Employee</u> | <u>Reason</u>     | <u>Supervisor Note</u>      |
|-----------------------|-----------------|-------------------|-----------------------------|
| 1/19/2017 - 1/20/2017 | Ball, William   | Going out of town | OK                          |
| 1/9/2017              | Ball, William   | Doctors Appt.     | I need you here on this day |
| 1/16/2017             | Blanders, Vicki | Taking a day off  |                             |