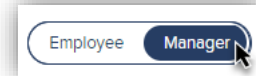


Approve or Cancel Time Off Requests in the Portal

To update or change your direct deposit information, log in to the PeopleHub portal at www.TandemHR.com by clicking on **PeopleHub** then **Employee Login**. Toggle to **Manager** portal.



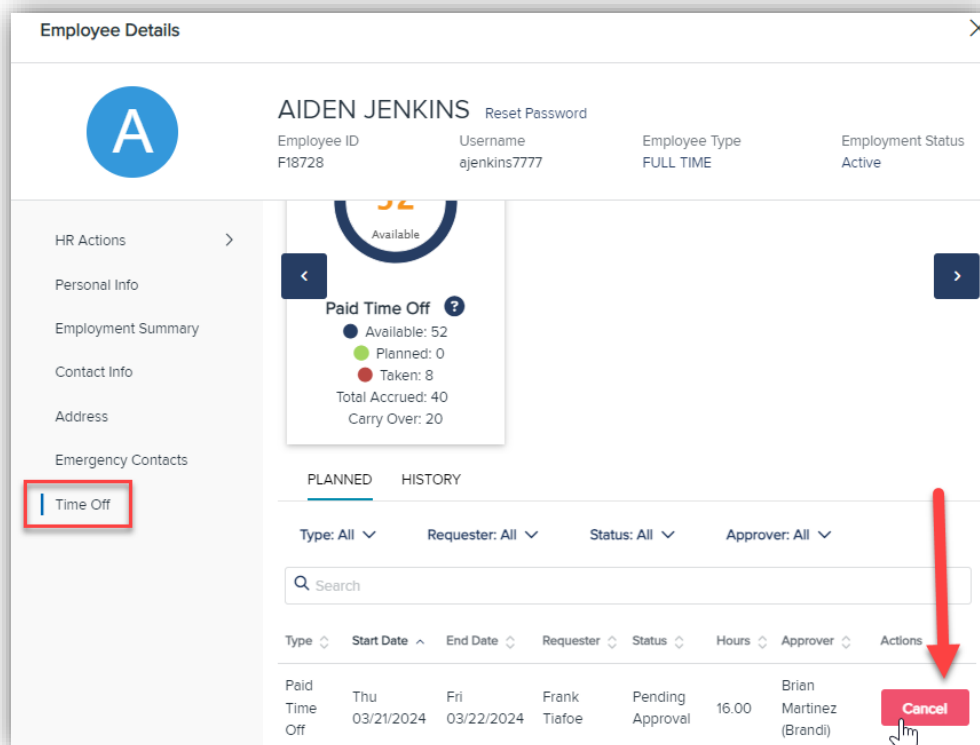
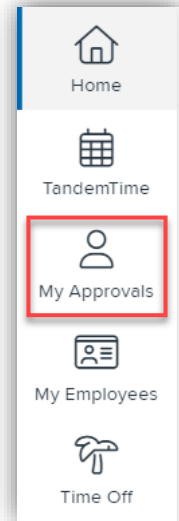
Select **My Approvals** on the left navigation menu.

This view contains a list of time off requests awaiting your approval.

Select the **Review** button next to the time off requests you would like to approve or cancel. A pop-up window will show you specific information in relation to this request such as the date and time the request was made, leave type, dates requested, available hours, and hours taken year-to-date by the employee.

Once you approve the request, it will be removed from your **My Approvals** list.

If you need to cancel the request after it was submitted, click on the employee's name under **My Employees**. Then click on **Time Off** on the left navigation menu. You will see a list of requested time off with a **Cancel** button next to each line. Press **Cancel** and confirm your decision in the pop up window by choosing **Yes, cancel**.



Employee Details

AIDEN JENKINS [Reset Password](#)

Employee ID: F18728 | Username: ajenkins7777 | Employee Type: FULL TIME | Employment Status: Active

Paid Time Off

- Available: 52
- Planned: 0
- Taken: 8
- Total Accrued: 40
- Carry Over: 20

PLANNED | HISTORY

Type: All | Requester: All | Status: All | Approver: All

Search

Type	Start Date	End Date	Requester	Status	Hours	Approver	Actions
Paid Time Off	Thu 03/21/2024	Fri 03/22/2024	Frank Tiafoe	Pending Approval	16.00	Brian Martinez (Brandi)	Cancel