

Vacation Request Processing in 3 steps



Step 1

After you receive a Vacation Request e-mail, click the link at the bottom of the e-mail

Vacation Request from Doe, John

Request Information

Request ID: 27
Total Days Requesting: 2
Beginning: March 25, 2013 Through: March 26, 2013
Employee Comments: This is an optional message that will be sent to the supervisor.

To approve or deny, click [here](#) and input the request id (27)

Step 2

Search the Request ID#, **Approve** or **Deny** and Submit

★ Optionally, you can send details about your decision to your employee

Imperial Valley College
Process Vacation Request

Request ID: 27

Employee ID: G00123456 Employee Name: Doe, John Employee Title: Classified Employee CR0001 Employee Department: Business Days Requesting: 2 Dates: 03/25/2013 - 03/26/2013

Request Digital Signature: john.doe 03/07/2013

Vacation Balance: 123.4 as of January 31, 3013

Comments: This is an optional message that will be sent to the supervisor.

Supervisor Comments [Optional]
Approving
max 255 characters

Step 3

Receive an on-screen confirmation of the status change as well as an e-mail receipt

[Process another Request](#)

Vacation Request Successfully Processed

Status changed to: **APPROVED**

You can close this window now.

Vacation Request was APPROVED for Doe, John

Supervisor Comments:
Approved

Request Information
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