

Historically **HR Line Managers** (i.e., managers, supervisors, etc) have approved time off for exempt employees in **Exempt Time Off (ETO)**. Upon implementation of Oracle Cloud, managers will approve all employee time off requests in advance within **Oracle Cloud** rather than at the end of each month. You will receive both an email notification and a notification in the system when you have something to approve.

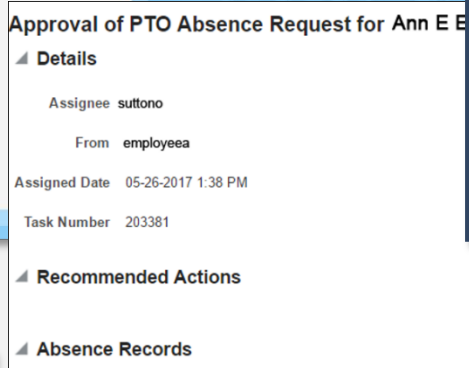
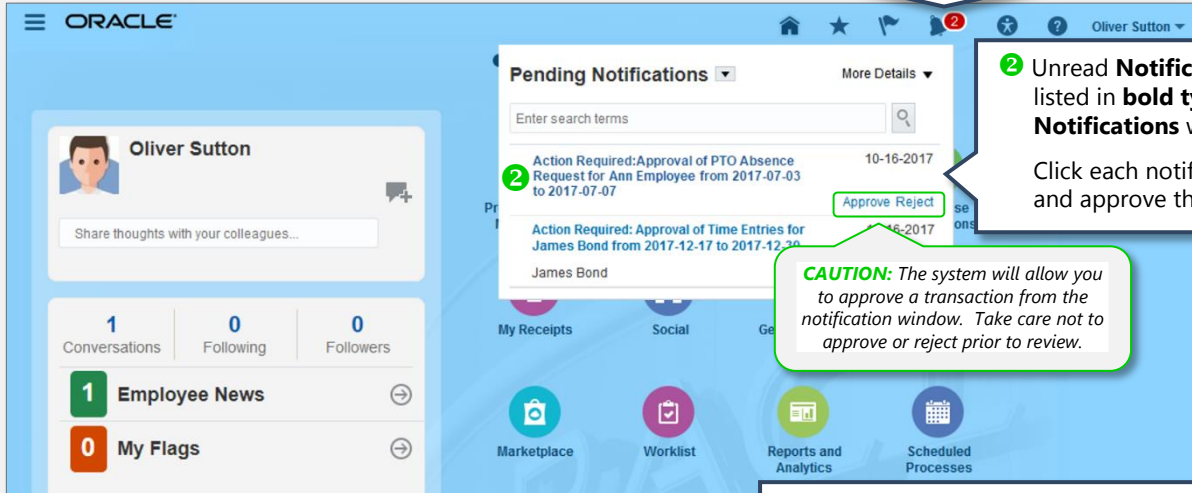
As a manager, you will see a **Notification** indicated by the number next to the **bell icon** whenever you have a transaction to approve.

1 Click the bell icon to view your **Notifications**.

2 Unread **Notifications** will be listed in **bold type** within the **Notifications** window.

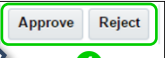
Click each notification to review and approve that transaction.

CAUTION: The system will allow you to approve a transaction from the notification window. Take care not to approve or reject prior to review.



4 When you have completed the review, select **Approve** or **Reject** to indicate whether you approve the time off.

Note that if an approved time off day is not taken, the employee will delete that request through the system and it will also route to you for approval.



3 Review the employee's **Absence Entry Details**. The requested day(s) off and hours will be listed along with any comments and attachments.

