

## Approving Requests in Telestaff Updated 12.11.2018

### Option 1: Approving requests from Dashboard.

After logging into Telestaff you should see the number of outstanding approvals from today's date plus 14 days. The requests appear on the Dashboard.

You can narrow these requests down to a specific department, area, work code, etc.



### Requests

10/27/2020 - 11/10/2020

40 New Requests

[View All Requests](#)

0 Requests Approved

0 Requests Pending

0 Requests Denied

[View Details](#)

The dates default to today's date plus 14 days. To see previous days that need approval, you will need to adjust the dates in the next screen.

Click view requests to go into the approval screen.

Here is all of the information you can see for a request. Confirm the details including the work code, shift, start and end times, and the duration.

<input type="checkbox"/>	Name	Work Code	Detail Code	Created	Last Modified	Status	Status Change Who	Status Change Wh...
<input type="checkbox"/>	CLEMENS, KURT S.	Vacation-Dep <a href="#">Staffing Note</a>		06/18/2020 16:16:53	06/18/2020 16:16:53	Request Pending	CLEMENS, KURT S.	06/18/2020 16:16:53

Start	End	Duration	Hire Date	Promotion Date	Opportunity Numb...
10/31/2020 19:00 CDT	11/01/2020 03:00 CST	9	02/06/2012	02/06/2012	82.00

You can see the Staffing Note by hovering over it.

<input type="checkbox"/>	Name	Work Code	Detail Code	Created	Last Modified	Status
<input type="checkbox"/>	CLEMENS, KURT S.	Vacation-Dep <a href="#">Staffing Note</a>		06/18/2020 16:16:53	06/18/2020 16:16:53	Request Pending
<input type="checkbox"/>	CRUZ, APRIL S.	Vacation	Other	08/26/2020 20:55:53	08/26/2020 20:55:53	Request Pending

## Approving Requests

Once you have confirmed that the request is accurate and that it is in the right location on the roster, check the box and click Submit.

Submit Another     

Search

<input type="checkbox"/>	Name	Work Code	Detail Code	Created	Last Modified	Status	Status Change Who	Status Change Wh...	Shift
<input checked="" type="checkbox"/>	CLEMENS, KURT S.	Vacation-Dep Staffing Note		06/18/2020 16:16:53	06/18/2020 16:16:53	Request Pending	CLEMENS, KURT S.	06/18/2020 16:16:53	Patrol Shift 1

You will get a pop-up box. To approve you must check the box and click Save

### Request Status



All Note   Search for an item  

10/31/2020 19:00 9.00  
CLEMENS, KURT S. Vacation-Dep (VAC-DEP)  
 **2** Requires approval  
Request Note   Search for an item

To deny the request, type in a reason under All note, select the X and click Save. The employee will be able to see the reason.

### Request Status



All Note   Search for an item  

10/31/2020 19:00 9.00  
CLEMENS, KURT S. Vacation-Dep (VAC-DEP)  
 **2** Requires approval  
 Request Note   Limited to 1 item      
 NO LONGER NEEDED

## Approving Requests

One side of the screen will show your filters that are available, and the other side shows the requests and their details.

The screenshot shows the 'Request Status' interface. On the left is a 'Filter Requests' sidebar with various dropdown menus and checkboxes. On the right is a table with columns: Name, Work Code, Detail Code, Created, Last Modified, Status, Status Change Who, Status Change Wt., and Shift. The table contains several rows of request data.

Name	Work Code	Detail Code	Created	Last Modified	Status	Status Change Who	Status Change Wt.	Shift
ELEBENS, ALWT S	Vacation-Dep		06/18/2020 16:16:53	06/18/2020 16:16:55	Request Pending	CLERHNS,ICRT S	06/18/2020 16:16:55	Parent Shift
CRUZ, APRIL S	Comp Taken-Other		08/04/2020 20:55:53	08/24/2020 20:55:53	Request Pending	CRUZ, APRIL S	08/24/2020 20:55:53	Comm
CRUZ, APRIL S	Shift Trade-OT		06/12/2020 22:32:42	08/12/2020 22:44:05	Request Pending	CRUZ, APRIL S	08/12/2020 22:32:42	Comm
CRUZ, APRIL S	Shift Trade-Working		06/12/2020 22:39:53	08/12/2020 22:39:53	Request Pending	BOHSEK, KATIE J	08/12/2020 22:39:53	Comm
DOBESH, KEITH B	Vacation-Ex Orel		08/24/2020 13:43:45	08/24/2020 13:43:45	Request Pending	DOBESH, KEITH B	08/24/2020 13:43:45	Invert Metro
DOBESH, KEITH B	Vacation-Ex Orel		08/24/2020 13:44:01	08/24/2020 13:44:01	Request Pending	DOBESH, KEITH B	08/24/2020 13:44:01	Invert Metro
DOBESH, KEITH B	Vacation-Ex Orel		08/24/2020 13:44:19	08/24/2020 13:44:19	Request Pending	DOBESH, KEITH B	08/24/2020 13:44:19	Invert Metro
DOBESH, KEITH B	Vacation-Ex Orel		08/24/2020 13:44:39	08/24/2020 13:44:39	Request Pending	DOBESH, KEITH B	08/24/2020 13:44:39	Invert Metro
FORSMAN, ROBERT E	Vacation-NonEx		07/28/2020 07:57:58	07/28/2020 07:57:58	Request Pending	FORSMAN, ROBERT E	07/28/2020 07:57:58	Comm Shift

Consider using the filter to narrow down the requests. Update your dates as necessary to include the entire pay period.

The screenshot shows the 'Filter Requests' sidebar with several callout boxes pointing to specific features:

- Apply Button:** When you are finished making your selections, click Apply
- Filter Selection:** Apply a filter if you have created one. (See Creating Approval filter to setup a new filter)
- Date Range:** Adjust your dates to include the current pay period
- Request Status:** Change to pending to only see outstanding requests
- Work Code:** Select as many work codes as you would like. For example, if you would only like to see overtime, select the overtime pay and overtime comp codes.
- Additional Fields:** Use these additional fields to narrow down to a specific area, unit, etc.

### Option 2: Approving from the Roster

Go to your areas roster for the day. Scroll through the roster and look for any codes with an asterisk. They should stand out because they should also be a color other than white.

# Approving Requests

Role	Name	ID	Status	Start	End	Day
(Communications Supervisor)	JWMEZ, MARCO A	9361	REG	23:00	07:00	TH
(Communications Dispatcher)	TRUCKEY, TIFFANY M	9792	REG	23:00	07:00	TH
(Communications Dispatcher)	TRUCKEY, TIFFANY M	9792	CT	23:00	07:00	TH

Click on the shift. Here you can either click Approve or Deny. If you notice an issue with the shift, you can also edit the request.

**Comp Taken-Other CT**

• Suppress Vacancy  
\* Request Pending  
**When:** 08/09/2020 01:07 AM  
**By:** TRUCKEY, TIFFANY M.  
10/22/2020 11:00 PM  
{./Communications Dept/Communications 3rd Shift}

**Request Note**

Search for an item

+ Add    Edit    Remove    Outbound    **Approve**    **Deny**

[Edit Request Note...](#)  
[Edit Without Rules...](#)  
[Personal History report...](#)  
[Exceptions report...](#)  
[Select all - Comp Taken-Other CT](#)

If you click approve you will get a pop-up. Click the checkmark and click Save.

## Request Status

**Request Status** ? X

All Note    Search for an item    **Approve** X

10/22/2020 23:00 8.00  
TRUCKEY, TIFFANY M. Comp Taken-Other (CT)  
**2** Requires approval  
**2** Target date is prior to today  
**1** Exceeded accrued hours for this work status

Request Note    Search for an item    **Approve** X

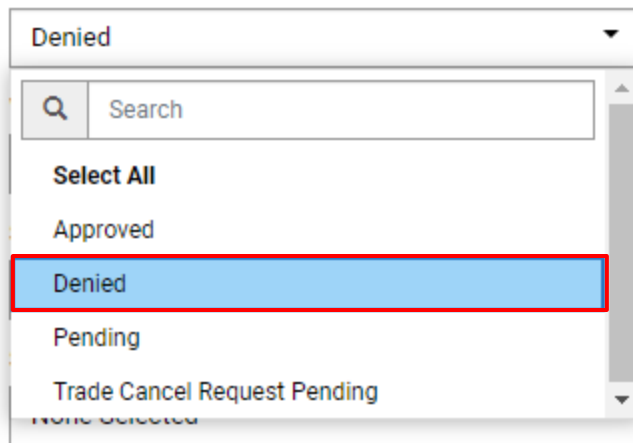
[View More...](#)    Cancel    Save

If you click deny, you will not get a pop-up box and the shift will be removed from the roster.

If you deny a shift and you did not mean to, you can still find the shift by going into the approvals through the dashboard. Filter by the request status of Denied and click apply. Check the box and click Submit.

## Approving Requests

Request Status



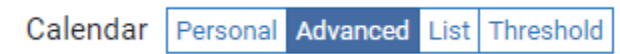
A dropdown menu for 'Request Status'. The current selection is 'Denied'. The menu is open, showing a search bar, a 'Select All' button, and a list of options: 'Approved', 'Denied' (highlighted with a red border), 'Pending', and 'Trade Cancel Request Pending'. A 'None Selected' option is partially visible at the bottom.

### Option 3: Approving Using the Advanced Calendar

Click Calendar.



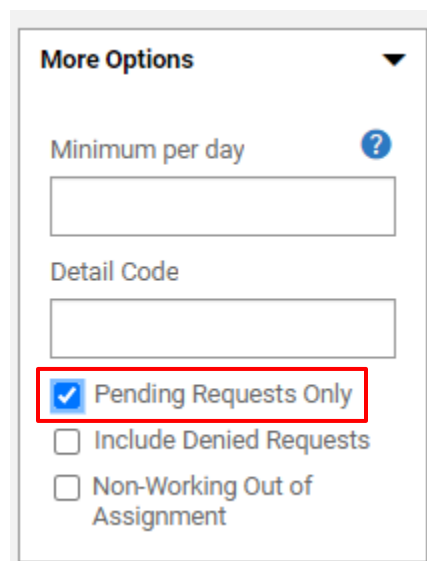
Click Advanced.



Select Limit Display.



Select More Options and check the Pending Requests Only box.



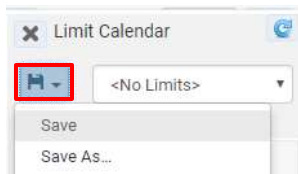
A dialog box titled 'More Options'. It contains several fields and checkboxes. The 'Pending Requests Only' checkbox is checked and highlighted with a red border. Other options include 'Include Denied Requests' and 'Non-Working Out of Assignment'. There are also input fields for 'Minimum per day' and 'Detail Code'.

## Approving Requests

You can then filter by Area, Region, Station, etc. as needed.

Department (0)	▶
Area (0)	▶
Region (0)	▶
Station (0)	▶
Unit (0)	▶
Unit Type (0)	▶
Position (0)	▶
Profile Rank (0)	▶
Position Rank (0)	▶
Shift (0)	▶
Shift Type (0)	▶
List (0)	▶
Location (0)	▶
Work Code (0)	▶

You can also save the Filter for future use.



Left Click on an outstanding request. Select Who Else.

**Shift Trade Off (1)** [X]

10/13/2020 15:00:00  
4.0h  
Communications 2nd Shift/Communications Pool  
2nd Shift  
\* Request Pending

---

**Created:** 06/12/2020 22:43:42  
**Cover:** SCHOEDL, KATIE J. (STW)

**Request Note**  
Search for an item

---

**Who Else** [?] + Add [Ctrl+A] Edit [Ctrl+E] Remove [Delete] Approve [Ctrl+Shift+V] Deny [Ctrl+Q]


Edit Request Note  
[Edit Without Rules...](#) [Ctrl+U]

**KRONOS** TeleStaff


## Approving Requests

---

The name of the employee will show on the left-hand side of the screen under Name.

All / Limits 

Search

<input type="checkbox"/> #	Name
<input type="checkbox"/>	 *CRUZ, APRIL S.

The request can then either be Approved or Denied.