

# Time Off Requests



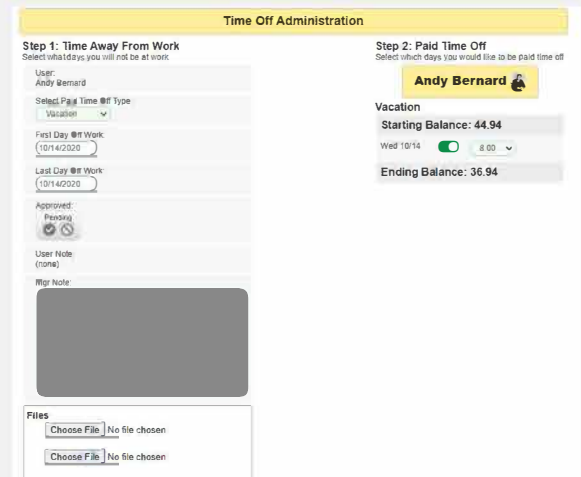
Easy to use time off requests make it tracking user time off a breeze

## Problem:

Users need a way to request time off so that supervisors can approve it without an endless paper trail.

## Solution:

honeybeeBase time off requests allow users to see their current time off balances and request as many days as needed. Supervisors can then approve or deny those requests.



The screenshot displays the 'Time Off Administration' interface. It is divided into two main sections: 'Step 1: Time Away From Work' and 'Step 2: Paid Time Off'.  
Step 1 includes fields for 'User' (Andy Bernard), 'Select Paid Time Off Type' (Vacation), 'First Day @ Work' (10/14/2020), and 'Last Day @ Work' (10/14/2020). It also shows an 'Approved' status (Pending) and a 'User Note' field.  
Step 2 shows the 'Vacation' section with a 'Starting Balance' of 44.94, a selected date of 'Wed 10/14' with a toggle switch, and an 'Ending Balance' of 36.94. At the bottom, there are two 'Files' sections, each with a 'Choose File' button and the text 'No file chosen'.

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## Key Features

- User can submit requests through the web or app
- Ending balance automatically updates as they select paid days on the request
- Supervisors receive notifications when they have requests that need approved