PTO Employee View and Requests

Once they are logged into their Teamwork account, from the **Dashboard** on **PTO Hours I've Requested Statuses** section, employees can view balance and make request.

NOTE: Employee request will be blocked if it exceeds available balance.
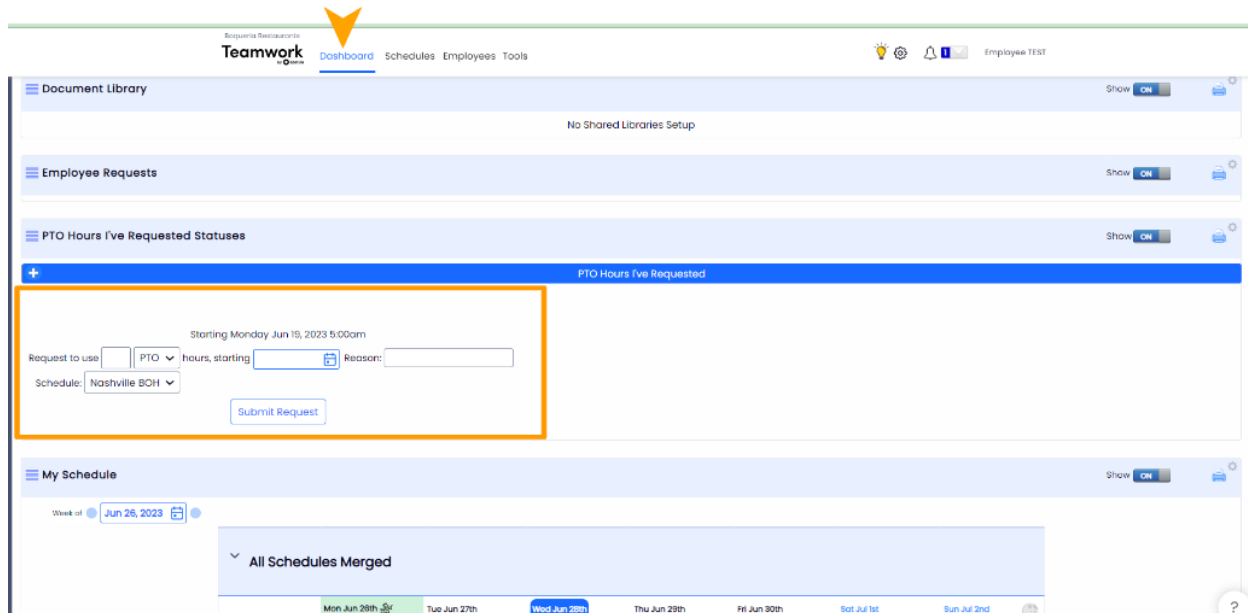
Managers will approve or deny PTO request.

NOTE: Employees must still make an independent request to for time off from the schedule, using the Time-Off request function in Teamwork.