Managing Employee Time-Off & Availability Requests (Mobile)
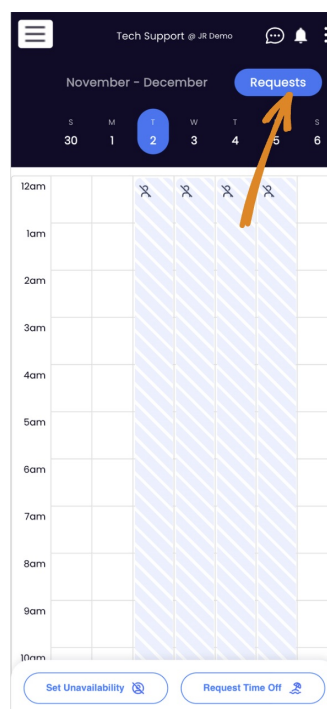
Managing Employee Time-Off & Availability Requests (Mobile)

Managers can now review, approve, and decline employee requests directly from the mobile app. This makes responding to availability and time-off changes faster and easier—no desktop required.
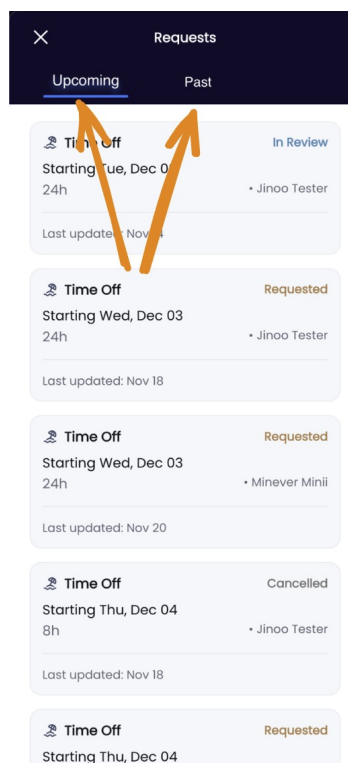
Accessing Requests

1. Open the **Teamwork** app.

2. Tap **Time Off & Availability**.

3. Tap **Requests.**

4. Managers will see **all employee requests for the locations they manage. Employees** only see their own requests.

5. Requests are grouped into:

   ○ **Upcoming** (anything dated today or later)

   ○ **Past** (anything dated before today)

Types of Requests

The mobile experience supports both request types:

Unavailability Requests

Recurring weekly availability preferences.
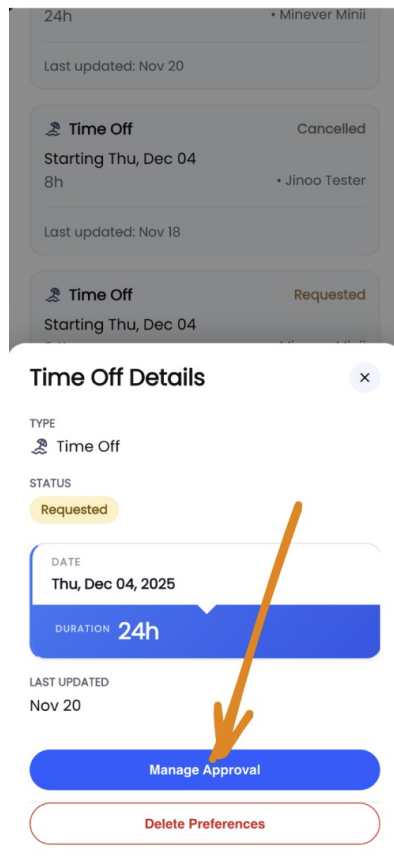**Example**: "Unavailable every Monday from 2pm to 8pm starting Nov 24."

Time-Off Requests

One-time exceptions to normal availability.
Example: "I need Dec 8–10 off" or "I need 2pm–5pm off on Friday."

Reviewing a Request

1. Tap any request from the list.

2. You'll see the employee's details, dates, times, and comments (if provided).

3. Tap **Manage Approval** to take action.

Available Manager Actions

When managing a request, you'll see the following options:

- **In Review** – Marks the request as pending. (Rarely used but available.)

- **Approve** – Confirms the request.

- **Deny** – Declines the request. Optionally add a note.

- **Cancel** – Cancels an already-approved request (when needed).

After selecting an action, tap **Save Changes**.

You'll be returned to the request list once the update is submitted.

Editing Existing Requests

Managers can re-open any past decision and make changes as long as the start date isn't in the past.

For example:

- Switch a denied request to approved

- Update a pending request

- Add or revise manager comments

Just tap the request → **Manage Approval** → choose a new status → **Save Changes**.

Please note you can only edit an **Upcoming request and any **Past** requests are memorialized.

What Managers See

From the main grid, managers will see:

- Their **own** availability and time-off (just like employees)

- All **incoming employee requests** in "**Requests**"

- **Real-time** statuses reflecting any approvals, denials, or changes

Current Limitations

Filtering options are intentionally simple for now.
At this time, managers **cannot** filter by:

- Only their own requests

- Specific locations

- Specific employees

More granular filtering is planned for a future update.

Related: How Employees Submit Requests

Employees can:

- Set preferred minimum/maximum weekly hours

- Block off unavailable days or time blocks

- Submit one-time time-off requests

- Add optional comments for their manager

Once submitted, managers are notified via app or email and can approve or deny the request. Employees are alerted when a decision is made.

Need Help?

If you have questions or feedback, we're here to help.
Reach out to Support anytime as we continue improving the mobile management experience at support@spoton.com