How to Approve VTO in UltiPro

How to Approve VTO

When an employee submits a Volunteer Time Off request, a message is sent to the supervisor. As a result, when the supervisor initially logs in to Time Management, a message appears notifying the supervisor of the request.

You have the option of responding to the request immediately or waiting until a later time. The message can be accessed later by selecting the MESSAGES tab, or the request can be accessed directly from the SCHEDULER tab, and then select REQUESTS.

Staff that use Smart Square for time off requests will need to go directly to their supervisor for VTO. The supervisor is responsible to add VTO within their timecard. You must add the organization where the employee would like to volunteer within the notes section in UltiPro.

**You must respond to the Request
before the requested Volunteer Time Off date.**

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From the SCHEDULER page, in TIME MANAGEMENT, select the REQUESTS link to review the request.

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Click on the 💬 under the COMMENTS column.

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The organization where the employee would like to volunteer will display in the COMMENTS section. Please verify the organization is a non-profit organization 501(c)(3) by visiting the following website: www.charitynavigator.org

If you would like to add a comment to this box, you may click in the ADD COMMENT box.

Click Save

Comments   Save   Cancel

Comments:

Employee Comment:
Ne Humane Society

Add Comment:

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Select to either APPROVE or DENY the request

The changes are saved, and a message is sent to the employee, advising of the approval or denial; the approved time-off is posted to the employee's timesheet.

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