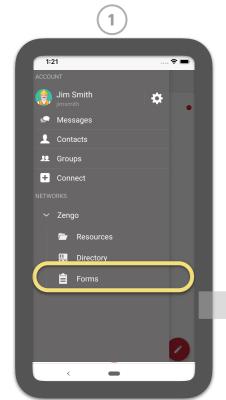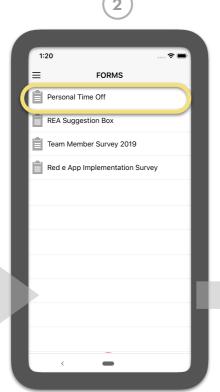# redeapp | Personal Time Off Form - Workflow

zengocorp
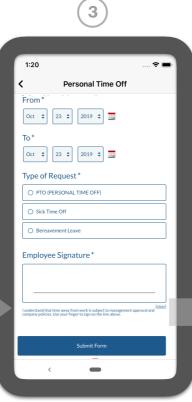
ACTION: Jim Smith fills out a Personal Time Off form.

1 Forms accessed via Network drop-down.
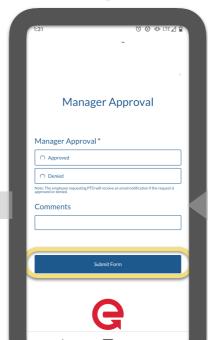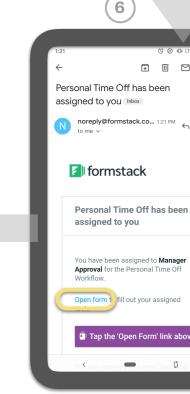
2 Select from Forms available.

3 Fill out form according to instructions.

4 Submit form in the app

5 User receives successful confirmation of submission.

RESULT: The Manager receives an email to approve or deny the request. The Manager approves or denies the request. A notification email is sent to Matt and the HR team.

Jim Smith receives a notification email with an approval or denial of the PTO.

HUMAN RESOURCES HR receives an email for the approval or denial of the request. This can be customized for only approvals and not denials or vice versa. (Optional).

7 Manager approves or denies the request and submits the form.

6 Manager receives an email with a link to approve or deny the request.