HOW TO APPROVE REQUESTS IN LINQ

LINQ APPROVE REQUESTS

- Log-in to LINQ → Click on "FILE" → Click on "PAYROLL" → Click on TIMEKEEPER

Click on "MANAGE REQUEST"

ABSENCE REQUEST OR MISSED CLOCK-IN/CLOCK-OUT

ABSENSE REQUEST

Click on "ABSENCES"

Drop-down box will appear

Click on **CREATE**

MISSED CLOCK-IN OR MISSED CLOCK-OUT

CLICK ON "TIME SHEET"

DROP-DOWN BOX WILL APPEAR

CLICK ON **UPDATE**

Click "CLOSE" to Complete Process
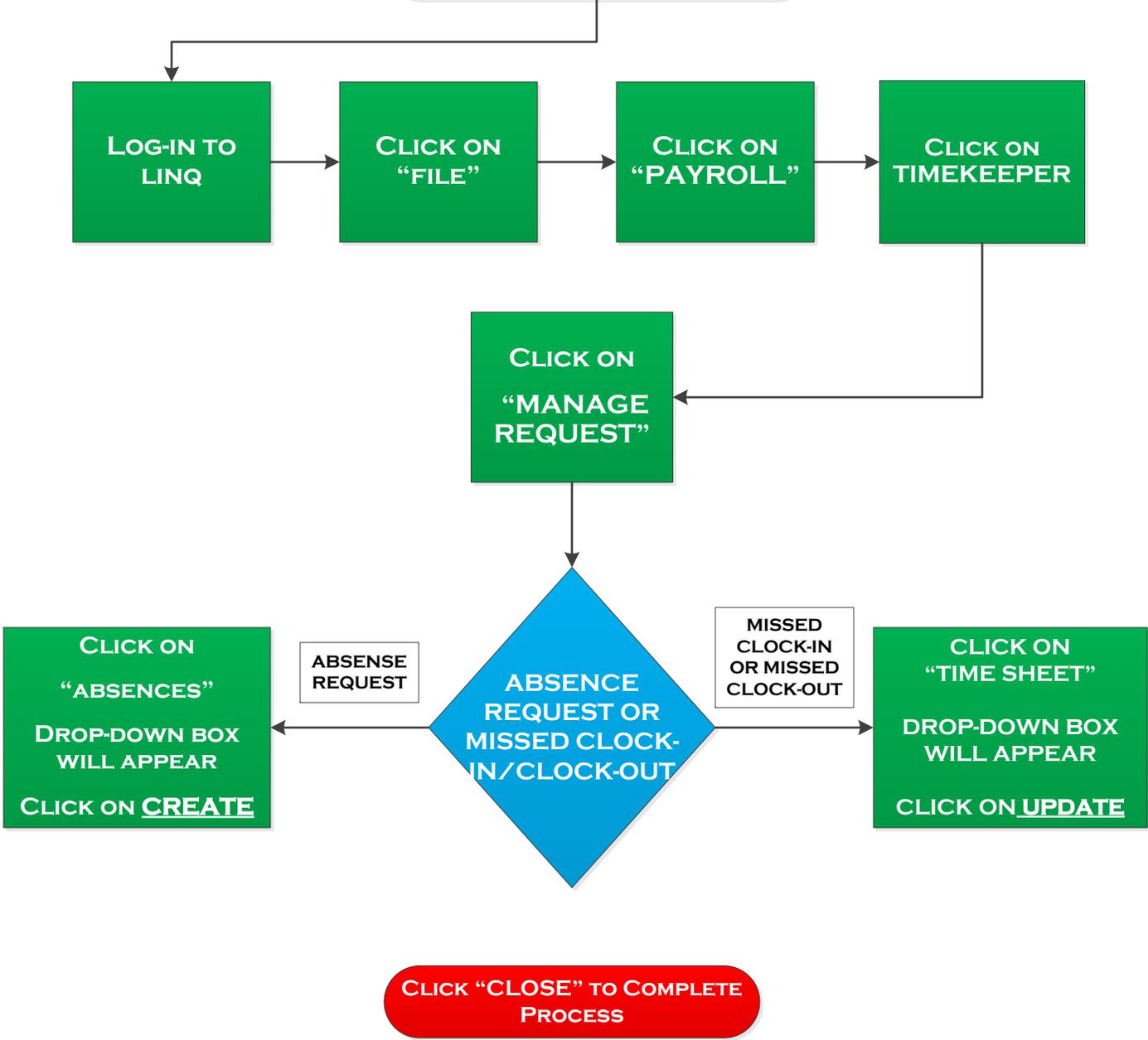
Note: DO NOT CLICK ON AUTHORIZE OR APPROVE