# HOW TO APPROVE OFFICIAL BUSINESS
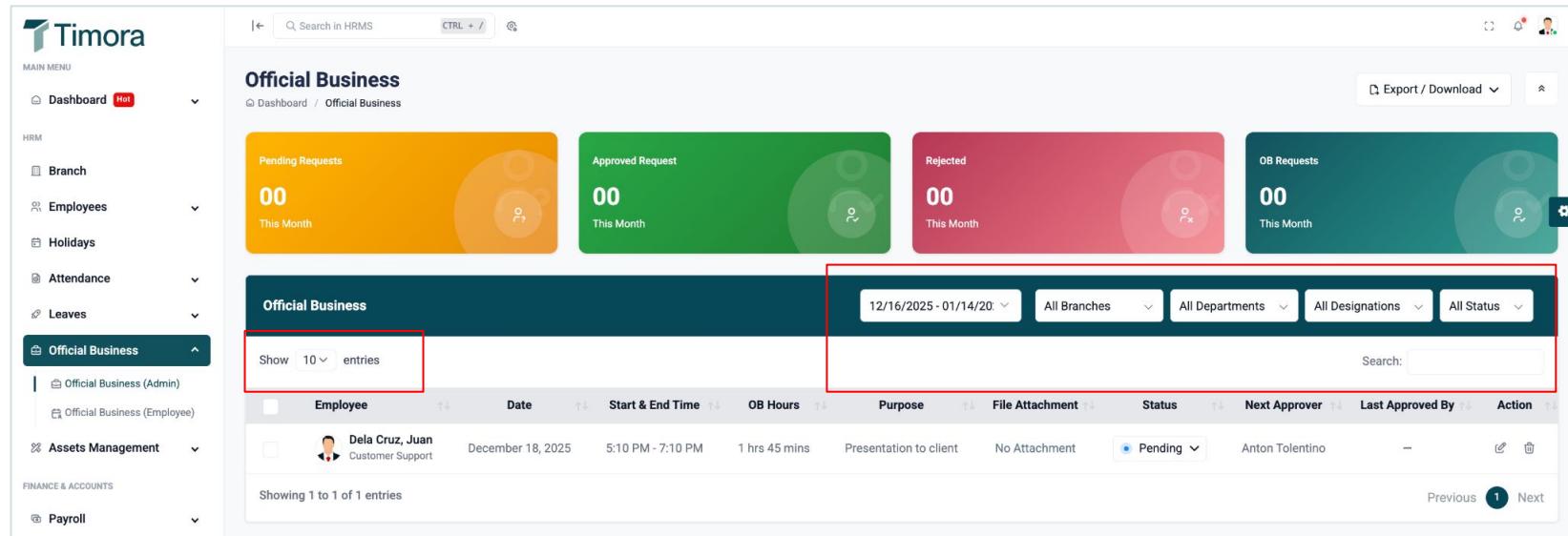


Go to **Official Business** and click **Official Business Admin** to view all **pending, approved,** and **rejected** official business requests.
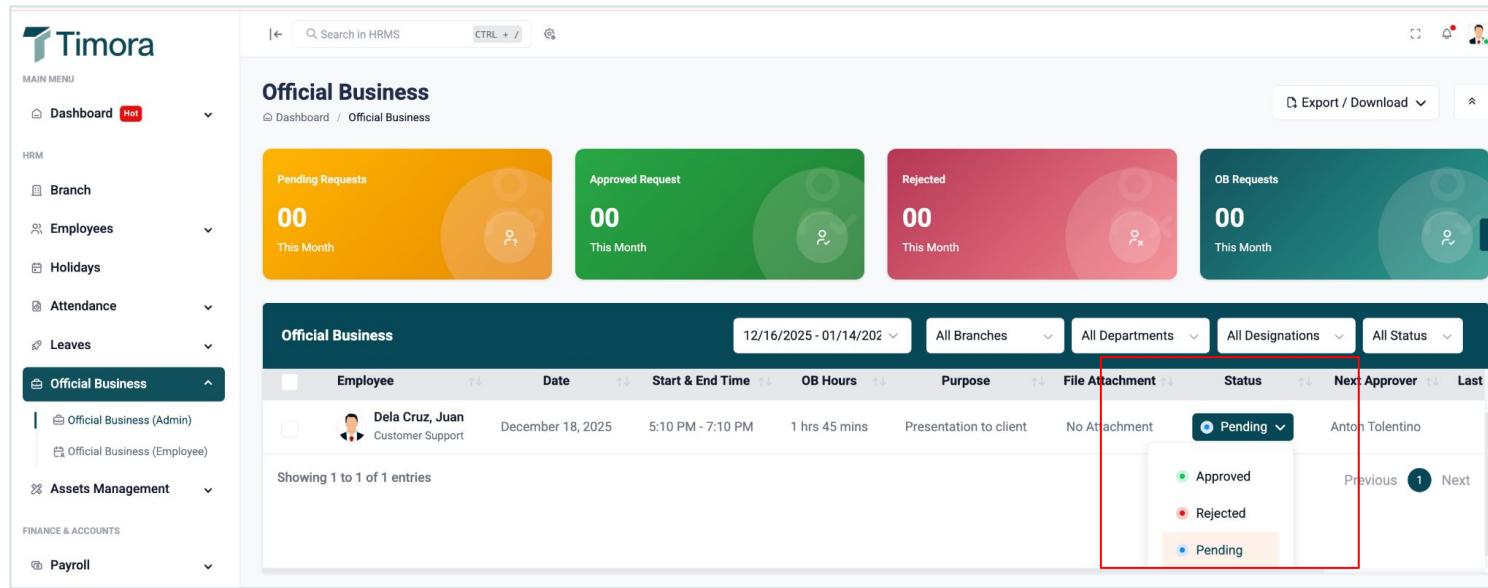
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Use the **filter** and **search bar** to easily find specific requests, or adjust **Show Entries** to display all records.
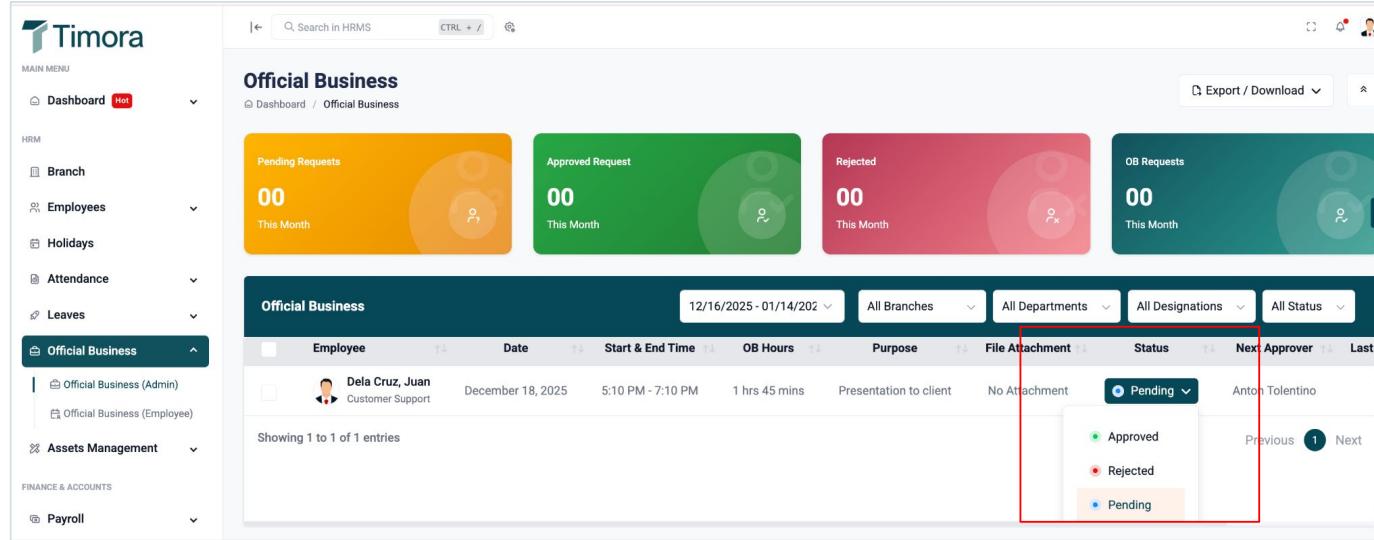
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To update the request status, select **Approved** after validating the request.

If adjustments are needed, select **Rejected** so the employee can **file the request again**.

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To update the request status, select **Approved** after validating the request. If adjustments are needed, select **Rejected** so the employee can **file the request again**.

**Note:** Employees may file an **Official Business (OB)** request and still **clock in/out** as usual. However, once the OB request is **approved**, the system will **follow the Official Business record** and automatically **override the employee's clock-in/out attendance** for that period.