

Time Off for Managers

Time Off

Approve Time Off - Browser

You can review, approve, or reject time off requests on the *Requests* tab or *Calendar* tab when accessing Rippling on a web browser.

1. From the Rippling sidebar, open HR Management > Time Off.
2. Select the Requests tab > Needs my review sub-tab. Pending requests will appear here.
3. Take one of the following actions:
 - To review a request, click the > arrow icon.
 - To approve a request, click the green check mark.
 - To reject a request, click the red X.

Approvals

[Needs review](#)
[My requests](#)
[Reviewed](#)

All requests

Time off

Timecards

Open shifts

Time off requests · 3

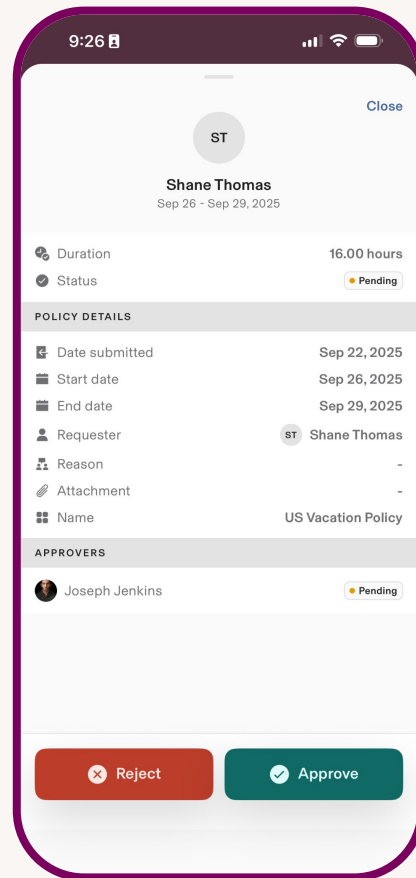
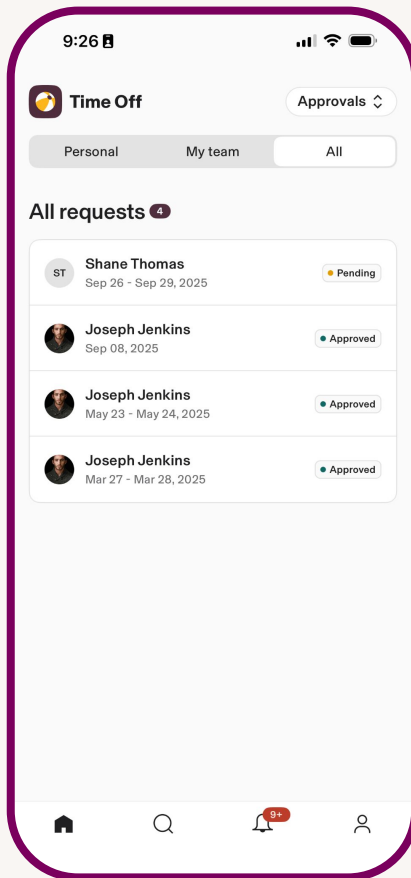
Requeste...	Employee	Start date	End date
Sep 07, 2025	Joseph Jenkins Demo Admin	9/8/25	9/8/25

Time Off

Approve Time Off - Mobile

You can review, approve, or reject time off requests on the My Team or All Tabs at the top:

1. From the Rippling sidebar, open HR Management > Time Off.
2. Select the Requests tab > Needs my review sub-tab. Pending requests will appear here.
3. Take one of the following actions:
 - To review a request, click the > arrow icon.
 - To approve a request, click the green check mark.
 - To reject a request, click the red X.



Time & Attendance for Managers

Approve Change Request

What are change requests?

When employees need to change something about their timecard—whether it’s their shift times, job codes, or breaks—they can now request this directly in their Time & attendance app.

- Change requests tab in Timecards
- Time approval view

Approvals

Needs review

My requests

Reviewed

All requests

Time off

Timecards

Open shifts

Time entry requests · 5,966

Requeste...	Requested by	Shift start time	Shift end time	Shift d
Sep 20, 2025	 Lucas McKinney Customer Support Associate	September 20 07:15 PM PDT	September 20 08:00 PM PDT	45m
Sep 20, 2025	 Kevin Tran Customer Support Associate	September 20 09:15 AM PDT	September 20 04:16 PM PDT	7h

Review or Edit Employee Timecard

You can make edits to an unapproved employee timecard. If you need to make edits to a timecard that was already approved, you'll need to unapprove it using the toggle next to the shift date. Keep in mind that edits to past timecards won't flow into payroll if they require an adjustment to the employee's pay, so you need to make these changes manually.

TIP: All Changes to an employee timecard can be viewed in the change history tab of a time entry

View as: Timecards (Default)

Show only unapproved entries

Timecards · 2						
Alerts	Date	Status		Shift Clock in	Clock out	Duration
	Saturday September 20	Pending approval		07:15 PM PDT	08:00 PM PDT	45m
	Saturday September 20	Approved		09:15 AM PDT	03:15 PM PDT	6h

Review or Edit Employee Timecard

To edit an unapproved timecard, follow these steps:

- From the Rippling sidebar, select the Time App.
- Select the Timecards tab.
- At the top of the tab, select the pay cycle you want to review and update.
- Find the employee in question and click the arrow icon on the right to see more details.

Timecards

Bi Weekly

<

09/20/2025 - 10/03/2025

>

Hours summary

09/20/2025 - 10/03/2025

Timecards

Change requests 9

Employee timecards · Showing 11 timecards · Reset filters

Export CSV

Import Time Entries

Q

Search employees

Filter

Alerts	Employee	Approv...	Approvers		Hours Regular	1.5x Overti...	2x Overtime	Approved/Total	Time Off PTO (Paid)
	Lucas McKinney Customer Support Ass...	Pending			11h 14m	2h 51m	4h 28m	6h 45m / 18h 33m	0m

7

Time & Attendance

Approve Timecards

View detailed hours for all employees

- Once you've selected the correct filters, you'll see timecards for employees that *have clocked hours* within that pay period and are paid on the selected pay schedule.
- In this view, you get a detailed breakdown of hours across regular, overtime, double, and total hours. You can also quickly see whether an employee's hours have been approved, or are pending approval.

Employee timecards · Showing 11 timecards · [Reset filters](#)

[Export CSV](#) [Import Time Entries](#) [Filter](#)

Alle...	Employee	Approv...	Approvers	Hours Regular	1.5x Overti...	2x Overtime	Approved/Total	Time Off PTO (Paid)
	Lucas McKinney Customer Support Ass...	Pending		11h 14m	2h 51m	4h 28m	6h 45m / 18h 33m	0m
	Joseph Jenkins Demo Admin, Human ...	Pending	TH	11h 46m	8h 4m	0h	8h 4m / 19h 50m	0m
	Adam Johnson Customer Support Ass...	Pending		11h 5m	1h 38m	5h 5m	6h 22m / 17h 48m	0m
	Robert Conley Customer Support Ass...	Pending		8h	16m	0h	0h / 8h 16m	0m
	Amy Melendez Manager Customer Su...	Pending		3h 4m	0h	0h	0h / 3h 4m	0m
	Frank Stephens Customer Support Ass...	Pending		8h	2h 42m	0h	0h / 10h 42m	0m
	Jennifer Henderson							

Approve Timecards

Approve an employee's hours

- Open an employee's timecard by selecting the > next to their name.
- The app defaults to a Timecards view, which shows logged hours by day and time. From this view, you can also see an employee's time spent by [job](#).
- You can see a table version of hours logged by day by selecting Timeline.
- To approve: Whether in Timecard or Timeline view, you can approve hours directly from here by toggling the Approve tab next to each shift. You can also select Approve all to approve all clocked hours across all days, for this specific employee.

View as: Timecards (Default)
Show only unapproved entries

Timecards · 2						
Alerts	Date	Status		Shift Clock in	Clock out	Duration
	Saturday September 20	Pending approval	✓ ✗ ⋮	07:15 PM PDT	08:00 PM PDT	45m
	Saturday September 20	Approved	✓ ✗ ⋮	09:15 AM PDT	03:15 PM PDT	6h

Tips for Approving Hours

- Show only unapproved entries: From the employee timecard view, you can toggle the *Show only unapproved entries* tab. This way, you're only reviewing (and approving) hours entries that are still pending.
- Approve all: From the employee timecard view, you can approve hours by shift, or speed up the approval process by selecting *Approve all*.

Approvals

Needs review 1

My requests

Reviewed

All requests

Time off 1

Timecards 1

Open shifts

Time entry requests · 1

☐	Requeste...	Requested by	Shift start time	Shift end time	Shift duration	Alerts	Attributes
☐	Sep 21, 2025	Joseph Jenkins Demo Admin	September 21 07:37AM PDT	September 21 07:23 PM PDT	11h 46m		