

Final Round (Managers)

During the final round, employees can submit multiple lists that contain ranked annual vacation requests.

Ranked Request Lists

On the processing page, multiple ranked request lists are displayed for each employee instead of a single ranked request list used in regular rounds. Each list is ordered in priority by the employee, with subsequent ranked vacation requests within each list. Ranked lists are numbered and accessible using tabs.



The screenshot displays a user interface for managing ranked request lists. At the top, there are two tabs labeled '#1' and '#2'. Below the tabs, three ranked lists are shown, each with a numbered tab, a date range, a duration, and a status label. The first list is marked as 'Recommended' with a green icon. The second and third lists are marked as 'Added by Manager' with black icons. At the bottom left, there is a blue button labeled 'Create Request on Behalf'. At the bottom right, there is a red button labeled 'Deny Requests in List #1'.



Rank	Request Details	Status
1	Jan 2, 2020 8 hrs Added by Manager	Recommended
2	Jan 21 - 22, 2020 16 hrs Added by Manager	Added by Manager
3	Jan 27 - 29, 2020 24 hrs Added by Manager	Added by Manager

The tabs for each ranked request list can indicate which actions were applied:

- Once a request has been **approved** within a list, the tab will display a green icon.
- If a list contains **denied** requests, it will display a red icon
- If a list has not yet been processed, it will not display an icon.

Ranked Request Lists

#1  #2 

1	Jan 9, 2020	8 hrs	APPROVED	Vacation Hours Exceeded	
2	Jan 2, 2020	8 hrs		Vacation Hours Exceeded	

Processing

- A manager or approver must process an employee's lists until a request has been approved or there are no more lists to process.
- Once an employee has an approved vacation request, the manager or approver can continue to the next employee in the queue for processing.
- An employee can be skipped if they have no vacation request lists.
- Once all the employees in a vacation group has been processed at least once, the manager or approver can return to the top of the seniority list and begin a second round of processing. Employees who do not have any more ranked lists to process may be skipped.