

How to approve absence and cancel absence requests:

This job aid outlines how a TL/ABS approver can approve absence and cancel absence requests initiated from the Request Absence tile. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.





Time and Absence Workcenter	Scope C 🏶
provides a central area to access	▼ My Scope
the most used time and absence	₩ My Work
related activities. It enables	Exceptions
managers to access various	Approvals 🗸
pages and keep multiple	▼ Links
windows open while doing their	Approve Time and Absence
daily work.	Manage Time and Absence
	▼ Queries
The activities provided within the	Time and Labor
Time and Absence Workcenter	Absence Manageent 🗸
include Approving, Reporting,	▼ Reports/Processes
viewing time and absence related	
transactions, queries and	
reports.	
Step 3: Click the Approve Time	
and Absence drop-down arrow.	



p 5: Click the Expand Page not osee a full view of the er Time page. This will reduce amount of scrolling you will re to do to complete the task. <u>Approve Reported Time Approve Reported Time Appr</u>	S: Click the Expand Page to see a full view of the route of scrolling you will to do to complete the task.	sence Requests from the tions list.	Scope C O	Multiple A	Absence Requests									New Windo
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	Approve Deny Push Back Forecast							-	_					1
Approve Deny Push Back Forecast				A	pprove	Deny	Pusi	h Back	Forecast					



When you click the Approve															
Multiple Absence Requests link a	Mult	iple Absen	ce Requests												
list of all absence requests	▼ Sea	arch													
entered for employees that you															
have access to will be listed here.			Work Flow Status	My Pendings	~										
Validate each employee's			From Date	03/16/2021	Ē				Through Da	te 09/12/2021	Ē				
absence details before taking		-													
action.		Searc	ch												
The list will only include															
approvals up to 3 months. If you															
want to see a future dated														New Window	
absence beyond 3 months the		Multiple A	bsence Requests	5											
end date will need to be		Search													
changed.		Absence Requ	ests							Ca	ncel Absence Requests				
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Step 6: To change the end date,		Absence De	etail Forecast	Comments II>											
click the Search drop-down		Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status	
arrow to view additional search			X70871978	5	Research Associate	08/11/2021	08/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Absence Request	Submitted	
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approved, denied, or pushed		Select All	Deselect All												
back.		Approv	er Comments									12.4	8		
		Ap	prove	Deny	Push	Back	Forecast					h			
Step 8: Enter an end date in the															
Through Date Field.															
Step 9: Click the Search button.															



Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The absence request is approved.
- **Deny:** The absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- Push Back (needs rework): The request is neither approved nor denied . You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

Step 10: After reviewing all of the request details, click to select each of the Absence Requests and click the **Approve** button.

<u>Note:</u> Use the View All link to the expand the list to view all absences pending approval.

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2	K83935148		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Submitted
2	K83935148		Administrative Coordinator I	08/18/2021	08/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
	X70871978		Research Associate	08/28/2021	08/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted
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uests.		12	K63935146		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Submitted
		ø	K63935146		Administrative Coordinator I	06/18/202	you sure you want to A	pprove the selected abs	ence requests?	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
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12: A message will appear cating the absences have n approved successfully. Click		Multiple Al	osence Request	S						Ca	noel Absence Requests			New Window
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uests.		Absence De	tail Forecast	Comments II>										
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			K63935146		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Approved
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			X70871978		Research Associate	08/28/2021	05/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Approved
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			K63935146		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Approved	
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			×70871978		Research Associate	08/28/2021	08/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Approved	
		[A	pprove	Deny	Pus	h Back	Forecast					h			



Validate each employee's cancel	
absence details before taking	
action.	
action.	

Approvers can take one of the following two actions by clicking the associated button:

- **Approve:** The cancel absence request is approved.
- **Deny:** The cancel absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.

Step 14: After reviewing all of the request details, click to select each of the Cancel Absence Requests and click the **Approve** button.

If a cancel request needs to be denied it will need to be selected separately to take the appropriate action.

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ect	*Employee I	Name	Job	Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Employ Authoriz
2	X72903593		Admi e Cor I	inistrativ ordinator	06/01/2021	06/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Cancel In Progress		5
ar	Deselect A													
Approv	ver Comments											12	D.C.	



Step 15: Click the Yes button to	Multiple /	Absence Reque	sts											New Window
the selected cancel absence	Search								N	lanage Absen	ce Requests			
	Absence Rec	uests for Cancelat	tion											н
	Select	*Employee ID	Name	Job Title	*Start Date	"End Date	*Absence Name	Reason	Duration Attache	ment E S	ntry ource	Status	Cancel Reason	Emplo Authoria
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ep 16: A message will appear dicating the absences have been	Multiple A	bsence Reque	sts											New Window
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es button to review and approve ne Cancel Absence Requests.	Absence Req	lests for Cancelati	on						TV IV	ianage Ausen	os mednesta			
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Notice the Cancel Absence Request is approved. Step 17: Click the Expand Page icon to view the workcenter's left		Multiple Ab Search Absence Reque	ests for Cancelation	s							Manage /	Absence Reques	5		New Window
navigation to continue viewing,		m; Q													14
timesheets and absence requests.		Absence De Select	*Employee ID	Comments II	▶ Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry	Status	Cancel Reason	Employ
	-		X72903593		Administrativ e Coordinator	06/01/2021	06/01/2021	Sick Leave	Personal	3 Hours	View	Employee	Approved		Autorz
You successfully learned how to approve an absence and cancel absence requests.		Select All Approve	Deselect All r Comments	Deny										*	