How to view absence requests for an employee:
This job aid outlines how a TL/ABS Approver can view absence requests for an employee. 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.

**Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the Choose Other Homepages drop-down arrow and select My Workplace from the list.</td>
<td>![Screenshot of Employee Self Service]</td>
</tr>
<tr>
<td><strong>Step 2:</strong> Click the Time and Absence Workcenter tile.</td>
<td>![Screenshot of Time and Absence Workcenter]</td>
</tr>
</tbody>
</table>
**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Manage Time and Absence** drop-down arrow.
Step 4: Click the View Absence Requests tab.

Step 5: To search for an employee, click in the EMPL ID field and enter the employee’s USCID.

Step 6: Click the Search button.

Step 7: Click the Employee line.
The View Request page provides a list of the employee’s absence requests.

**Step 8:** Click a specific request to view the details.
Step 9: On the details page you can view:

- Absence Name
- Reason
- Start and End Date
- Duration
- Status
- Eligibility Results
- Cancel Details if applicable (this request has been canceled and waiting for manager approval).
- Balance Information
Step 10: Click Request History.

Step 11: On the Request History page, you can follow the status of the request.

The employee is the requestor, and the Manager or TL/ABS Approver is the Approver.

Step 12: Click the X to close the Request History page and return to the Details page.
Step 13: Click Approval Chain.

Step 14: On the Approval Chain page, you view where the request is in the approval process.

Step 15: Click the X to close the Approval Chain page and return to the details page.
Step 16: Click the View Requests tab to return to the View Requests page.
**Step 17:** Select another request to view or click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

**Step 18:** Click the **View Absence Requests** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view absence requests for an employee.