How to view absence requests for an employee:
This job aid outlines how a manager can view absence requests for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

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<td><strong>Step 1:</strong> On the Employee Self Service landing page, click the <strong>Choose Other Homepages</strong> drop-down arrow and select <strong>Manager Self Service</strong> from the list.</td>
<td><img src="image1.png" alt="Step 1 Screen Shot" /></td>
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<td><strong>Step 2:</strong> Click the <strong>Time and Absence Workcenter</strong> tile.</td>
<td><img src="image2.png" alt="Step 2 Screen Shot" /></td>
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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers 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.