How to view absence requests:
This job aid outlines how an employee can view absence requests.

**Navigation:** Employee Self Service > Time and Absence > View Requests

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screenshots</th>
</tr>
</thead>
</table>

**Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile.
Step 2: Click the **View Requests** tile, to view your absence request history.
The View Request page provides a list of your absence requests.

**Step 3:** Click a specific request to view the details.
Step 4: On the details page you can view:

- Absence Name
- Reason
- Start and End Date
- Duration
- Status
- Eligibility Results
- Cancel Details (this request has been canceled and waiting for manager approval).
- Balance Information
Step 5: Click Request History.

Step 6: 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 7: Click the X to close the Request History page and return to the Details page.
Step 8: Click Approval Chain.

Step 9: On the Approval Chain page, you view where the request is in the approval process.

Step 10: Click the X to close the Approval Chain page and return to the details page.
Step 11: Click the View Requests tab to return to the View Requests page.
**Step 12:** 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.

You successfully learned how to view your absence requests.