Job Aide – How to Approve an Absence Request

Employees may request absences in 2 ways.

1. If the employee uses the absence request application the request will show in your approval queue.
   a. From “Manager Self Service”
   b. Click on the “Team Time” tile
   c. Select “Absence Requests”
      i. All requests waiting for your approval will be listed
      ii. Click on the Employee Name to review
      iii. Review the request and enter any comments required.
   d. Click on Approve, Deny, or Pushback
   e. Click “Submit”
   f. Click “Yes” or “No” on the confirmation page
   g. Click “OK”

2. The employee may also have entered the absence directly on their timecard. If that is the case you will need to approve the absence on the timecard.
   a. From “Manager Self Service”
   b. Click on the “Team Time” tile
   c. Select “Report/Approve Time”
   d. Select the Employee
      i. Enter Last name or Empl ID or leave blank)
      ii. Click on “Get Employees”
      iii. Click on the Name of the employee to review
   e. On the timesheet, change to View By “Calendar Period”
   f. Select the “Absence” tab (Under the “Submit” and “Apply Schedule” buttons)
   g. Select the Absence to approve
   h. Click on “Approve”