

## Understanding the Approve Absence Request Screen

Supervisors have multiple screens that can help to determine approval or denial of employee leave requests. The Approve Absence Request screen has three links at the bottom of the page with details regarding an employee's current work schedule. An employee's absence request history, current Annual Leave, Sick and/or Sick Leave Personal balances can be viewed here as well.

Approve Absence Request

### Request Details

David Robinson

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#### Instructions

Review the details for this request and either approve, deny or push back for rework. You may also enter optional comments about each approval choice.

#### Absence Detail

Start Date 11/13/2017

End Date 11/13/2017

Absence Name Annual Leave

Current Balance 213.66 Hours

Reason

Partial Days None

Duration 8.00 Hours

Status Submitted

These links provide additional data for you to review prior to approving an absence.

#### Comments

Requestor Comments TEST

Approver Comments

Go To

[View Absence Request History](#)

[View Absence Balances](#)

[View Monthly Calendar](#)

Approve

Deny

Push Back

[Return to Absence Requests](#)

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

When the View Monthly Calendar link is selected, another window opens, allowing supervisors to view and choose multiple Display Options. This is a great way to see the employee's schedule and other department employees with time off requests. Please note that in this view, supervisors can only see their direct reports.

### Monthly Time Calendar

**View Criteria** ?

Month: 11 - November  
Year: 2017  
Start Time: [dropdown]  
End Time: [dropdown]

Previous Month: [dropdown]    Next Month: [dropdown]

**Reported or Payable Hours**

Reported Hours  
 Payable Hours

**Display Options** ?

Show Schedule  
 Show Training Hours  
 Show Absences

Show Holidays  
 Show Planned Overtime  
 Show Exceptions

Show Symbols

**Refresh View**

Choose what data you wish to display and it will populate for each direct report below

**Monthly Time Calendar** ?

Last Name	First Name	Employee ID	Job Title	Exceptions	Total	Wed. 01	Thu. 02	Fri. 03	Sat. 04	Sun. 05	Mon. 06	Tue. 07	Wed. 08
James	Walt	1422004	SA-Dr-Organizational Dev/ops		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1422020	SA-Dr-Team Support & Dev		16.00	-	08.00	08.00	-	-	-	-	-
Walter	Walter	1422021	SA-Dr-Team Support		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1422022	SA-Dr-Team Support		16.00	-	-	08.00	-	-	-	-	-
Walter	Walter	1422023	SA-Dr-Team Support		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1422024	SA-Dr-Team Support		33.50	08.00	08.00	08.00	-	-	-	01.50	-
Walter	Walter	1422025	SA-Dr-Team Support		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1422026	SA-Dr-Team Support		-	-	-	-	-	-	-	-	-
Walter	Walter	1422027	SA-Dr-Team Support		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1422028	SA-Dr-Team Support		-	-	-	-	-	-	-	-	-
Walter	Walter	1422029	SA-Dr-Team Support		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00

**Legend**

Approved Absence     Requested Absence     Workday     Off Day