

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
11/13/2017

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 Holidays Show Symbols
 Show Training Hours Show Planned Overtime
 Show Absences Show Exceptions

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	1822005	SA - Sr. Organizational Dev/Rec		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1822020	SA - Sr. Talent Acquisition & Dev		16.00	-	08.00	08.00	-	-	-	-	-
Walter	Walter	1822021	SA - Sr. Talent Acquisition & Dev		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1822022	SA - Sr. Talent Acquisition & Dev		16.00	-	-	08.00	-	-	-	-	-
Walter	Walter	1822023	SA - Sr. Talent Acquisition & Dev		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1822024	SA - Sr. Talent Acquisition & Dev		33.50	08.00	08.00	08.00	-	-	-	01.50	-
Walter	Walter	1822025	SA - Sr. Talent Acquisition & Dev		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1822026	SA - Sr. Talent Acquisition & Dev		-	-	-	-	-	-	-	-	-
Walter	Walter	1822027	SA - Sr. Talent Acquisition & Dev		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00
Walter	Walter	1822028	SA - Sr. Talent Acquisition & Dev		-	-	-	-	-	-	-	-	-
Walter	Walter	1822029	SA - Sr. Talent Acquisition & Dev		176.00	08.00	08.00	08.00	-	-	08.00	08.00	08.00

Legend

Approved Absence Requested Absence Workday Off Day