

Approving Absence Requests (Supervisor)

Follow this job aid to learn how to Approve Absence Requests as a Supervisor once you have received notification in HR Links of a request from your employee. *Note: If you are a 2nd level supervisor who is approving absence requests on behalf of a subordinate supervisor, refer to the 2nd section of this guide. You won't receive a notification when the leave request is submitted.*

- <u>Approving Absence Requests from Approvals Tile</u>
- Approving Absence Requests from the Manager Time Tile

Approving Absence Requests from Approvals Tile



1. Select the **Approvals** tile from the Manager Self Service homepage.

2. Select the **Absence Request row** of the employee for whom you want to approve an Absence Request.

	Pending Approvals				
	View By Type 🗸	T B			
	All 19				
a h	Absence/Add'I Time Reque	All		19 rows	
	Absence/Add Time Reque	Absence/Add'I Time Request Maren Price	Overtime Request, 6 Hours 10/06/2020 To 10/09/2020	Routed > 10/06/2020	
		Absence/Add'I Time Request Maren Price	Annual Leave, 16 Hours 10/22/2020 To 10/23/2020	Routed > 10/19/2020	
		Absence/Add'I Time Request Maren Price	Annual Leave, 8 Hours 10/19/2020	Routed > 10/19/2020	
		Absence/Add'I Time Request Maren Price	Comp Time Earned, 6 Hours 10/19/2020	Routed > 10/19/2020	
		Absence/Add'I Time Request Keely Moore	Annual Leave, 8 Hours 10/16/2020	Routed > 10/20/2020	



3. Review the request. Select **Approve** to approve the request.

	Absence/Add'l Time Request	ŵ	<i>(</i> 3	: @
Maren Price Lead Budget Analyst	Арргоче	Deny		
Absence Details				
Absence Name Overtime Request	Reason Irregular Scheduled Overtime			
Start Date 10/06/2020	End Date 10/09/2020			
Partial Days All Days - 1.5 Hours	Duration 6 Hours			
← Requester Comments				
There are no requester comments				

4. Enter any **approver comments** if necessary.

Cancel	Approve	Submit
You are about to	approve this request.	
Approver Comm	ients	
l I		

5. Select the **Submit** button.

Cancel	Approve	Submit
You are at	pout to approve this request.	
Approver	Comments	
I		

6. A green banner stating "**You have approved the request**" will appear at the top of your screen.

Pending Approvals		Pending Approvals	*	٣	1	0
		You have approved the request.				×
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Congratulations! You have successfully approved an absence request in HR Links!



Approving Absence Requests from the Manager Time Tile

Please follow these instructions if you are a 2nd level supervisor approving absence requests.

1. Select the **Manager Time** tile from the Manager Self Service homepage. Select the manager's timesheet and then select **"show direct reports"**.

Kristine Smith	Supervisory Human Res	ources Sp ID	ABSENCE REQUESTS ADDITIO	DNAL TIME REQUESTS
Nov 8 - Nov 21, 2020	71.0 Hours	Reported	63.0 Hours To Be Approved	>
		+ Show direct reports		

2. Select the **Absence Requests Button**.

Shamar Durham	Assisted Acquisition Project M ID: 00000746	ABSENCE REQUESTS ADDITIONAL TIM	AE REQUESTS
Oct 11 - Oct 24, 2020	80.0 Hours Reported	0.0 Hours To Be Approved	>

3. Select the **View/Edit** button on the line of the absence request that has "Submitted" status.

Absence Request History	ABSENCE TYPE	All Statuses V	BEGIN DATE 08/29/2020	END DATE 02/25/2021
Date	Absence Type	Duration	Status	
Thursday December 31	Annual Leave	9 Hours	Submitted VIEW/	EDIT



4. Select "**submit**" to approve the absence request.

ABSENCE TYPE* Annual Leave		~			
START DATE*			END DATE		
	12/31/2020	t	12/31	/2020	**
FULL DAYS PARTI	IAL DAYS				
All days are partial	al 9.0 hr				
Requested Hou	rs Comments/	History			
December	Thu 31				
Scheduled	9				
Holiday	0				
Requested	9				
				Curre	Total Requested Hours: 9.0 nt Annual Leave Balance: 248
CANCEL REQUES	Т				BACK SUBMIT