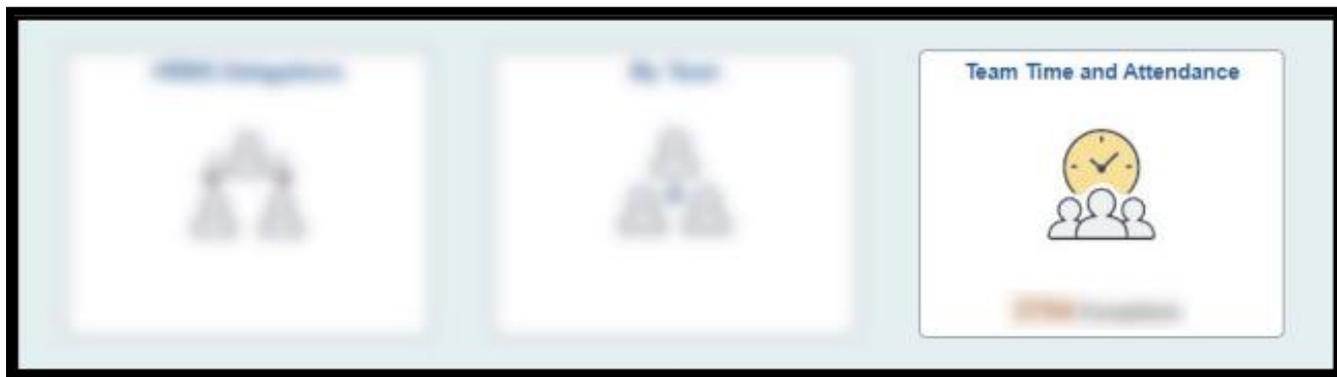


Review and Approve Absence Request **in Manager Self Service (MSS)**

Reviewing Submitted Absences

Review and Approve Absence Requests using Multiple Absences Approval

From **Manager Self Service**, click on the **Team Time and Attendance** Tile and select Multiple Absences Approval.



Reviewing Submitted Absences

This page allows you to **Search** and **Approve** all employee Absence Request and Cancellation Request

The screenshot shows a web application interface for reviewing absences. At the top, there is a navigation bar with a search menu and a 'New Window' link. The main heading is 'Team Time and Attendance'. Below this, there is a section for 'Multiple Absence Requests' with a search filter. The search filter includes a dropdown for 'Work Flow Status' set to 'My Pendings', a 'From Date' field with the value '01/10/2025', and a 'Through Date' field with the value '07/09/2025'. A 'Search' button is located below the filter. To the right of the search filter, there is a link for 'Cancel Absence Requests'. Below the search filter, there is a section for 'Absence Requests' with a table. The table has columns for 'Select', '*Employee ID', 'Name', 'Job Title', '*Start Date', '*End Date', '*Absence Name', 'Reason', 'Total Hours', 'Attachment', 'Balance', 'Entry Source', and 'Status'. The first row of the table is empty, and the 'Attachment' column contains a 'View' link. Below the table, there are 'Select All' and 'Deselect All' buttons, and a text area for 'Approver Comments'. At the bottom, there are four buttons: 'Approve', 'Deny', 'Push Back', and 'Forecast'.

Team Time and Attendance

Multiple Absence Requests

Search

Work Flow Status: My Pendings

From Date: 01/10/2025

Through Date: 07/09/2025

Search

Cancel Absence Requests

Absence Requests

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Total Hours	Attachment	Balance	Entry Source	Status
<input type="checkbox"/>									View			

Select All Deselect All

Approver Comments

Approve Deny Push Back Forecast

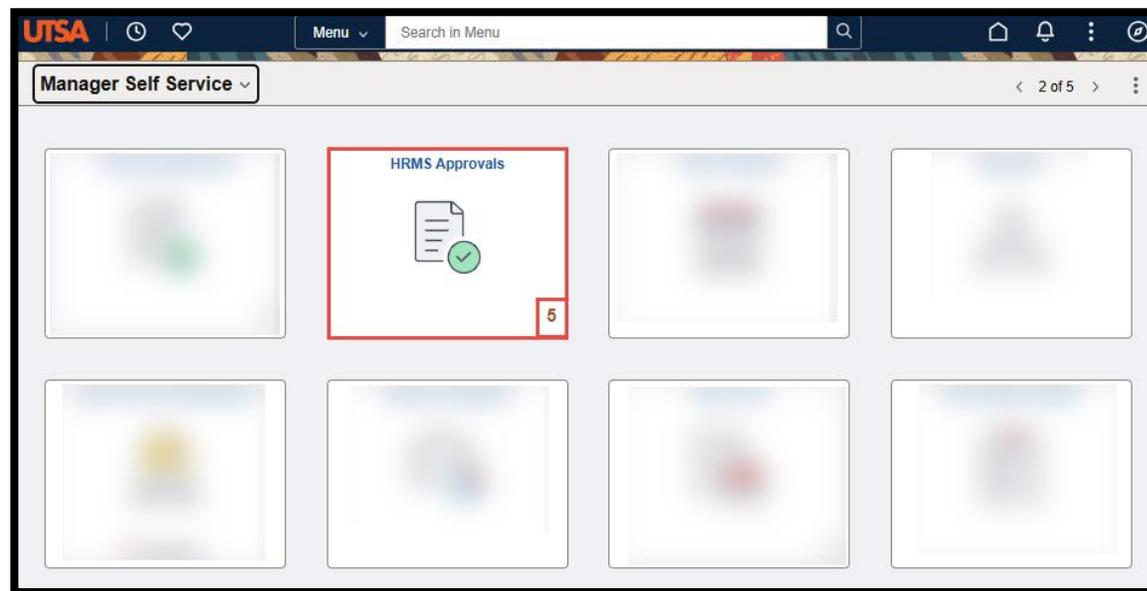
Reviewing Submitted Absences

Review and Approve Absence Requests using HRMS Approval Tile

Step 1

From the **Manager Self Service** or **Employee Self Service**, click on the **HRMS Approvals** Tile.

Note: The lower right corner of the tile will display the total number of transactions requiring approval



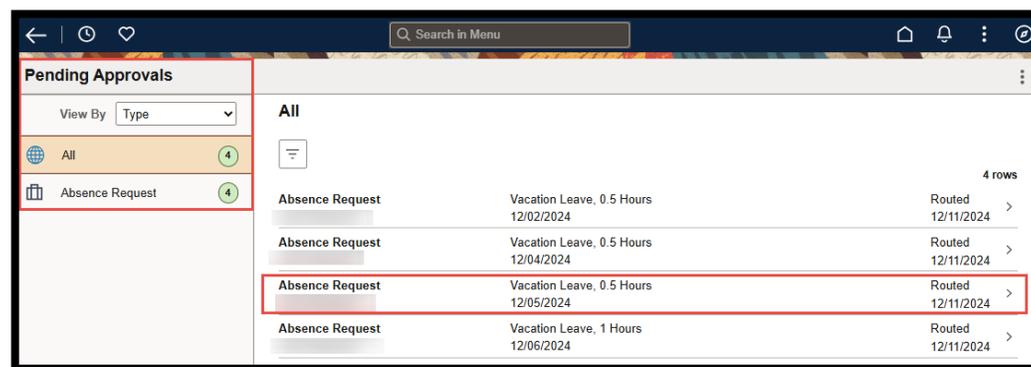
Reviewing Submitted Absences

Step 2

The **Pending Approvals** page opens with a list of items that have been routed for approval.

The default display setting shows **All** items by **Type**—the manager may click on the item from this view to drill down to the action to approve.

To view only **Absence Requests** that need approval, click **Absence Request** in the collection menu on the left side of the page. The **Absence Request** view displays employees alphabetically by date.



The screenshot shows the 'Pending Approvals' interface. On the left, there is a collection menu with 'All' and 'Absence Request' options, both showing a count of 4. The main area displays a table of pending requests under the 'All' view. The table has four rows, with the third row highlighted in red. The table columns are: Request Type, Date, and Status.

Request Type	Date	Status
Absence Request	Vacation Leave, 0.5 Hours 12/02/2024	Routed 12/11/2024
Absence Request	Vacation Leave, 0.5 Hours 12/04/2024	Routed 12/11/2024
Absence Request	Vacation Leave, 0.5 Hours 12/05/2024	Routed 12/11/2024
Absence Request	Vacation Leave, 1 Hours 12/06/2024	Routed 12/11/2024

Reviewing Submitted Absences

Step 3

From the **Pending Approvals**, click on the line for **Absence Request** for an employee to approve the absence.

Note: There may be multiple lines for the same employee if the employee has submitted multiple absence requests or the manager has not approved previous requests.

Reviewing Submitted Absences

Step 3 Continued

The **Absence Request** approval page will open for the employee and date selected.

Review all fields for accuracy:

- Absence Name
- Reason Note: Not Required
- Start date
- End date
- Total hours of the request

The employee's current balance for that leave type will be displayed with a disclaimer that can be expanded for more details.

Any comments the employee provided will display under **Requester Comments**.

The screenshot shows the 'Absence Request' approval page. At the top right, there are three buttons: 'Approve' (dark grey), 'Deny' (light blue), and 'Pushback' (light blue). Below these is a status indicator 'In Process' with a gear icon. The main section is titled 'Absence Details' and contains the following information:

Absence Name	Sick Leave	Reason	
Start Date	04/28/2025	End Date	04/29/2025
Partial Days & Hours	None	Total Hours	16 Hours
Current Balance	16.00 Hours	Disclaimer	

Below the details is a section for 'Requester Comments' which states 'There are no requester comments'. At the bottom, there are three expandable sections: 'Request History', 'Approver Comments', and 'Approval Chain', each with a right-pointing arrow.

Reviewing Submitted Absences

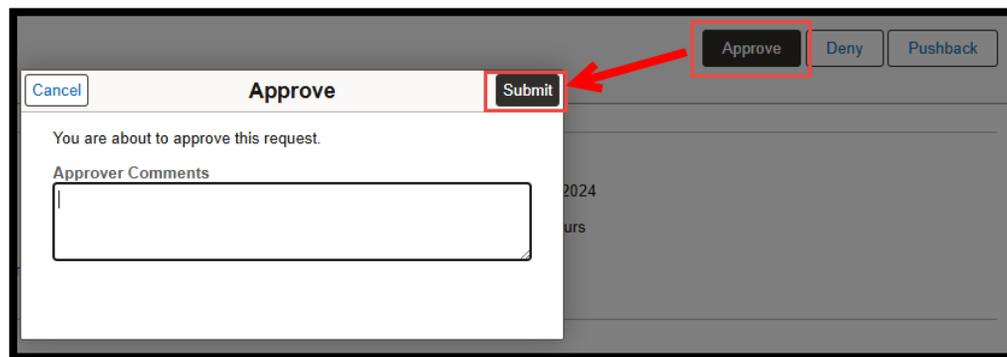
Step 4

After reviewing the request, if there are no corrections needed, click the **Approve** button.

An **Approve** pop-up window opens for the user to verify the submission.

The pop-up allows the user to edit any comments entered in the **Approver Comments** box, or if none were entered, comments may be entered in the **Approve** pop-up in the box.

Click the **Submit** button to finalize the approval the absence.

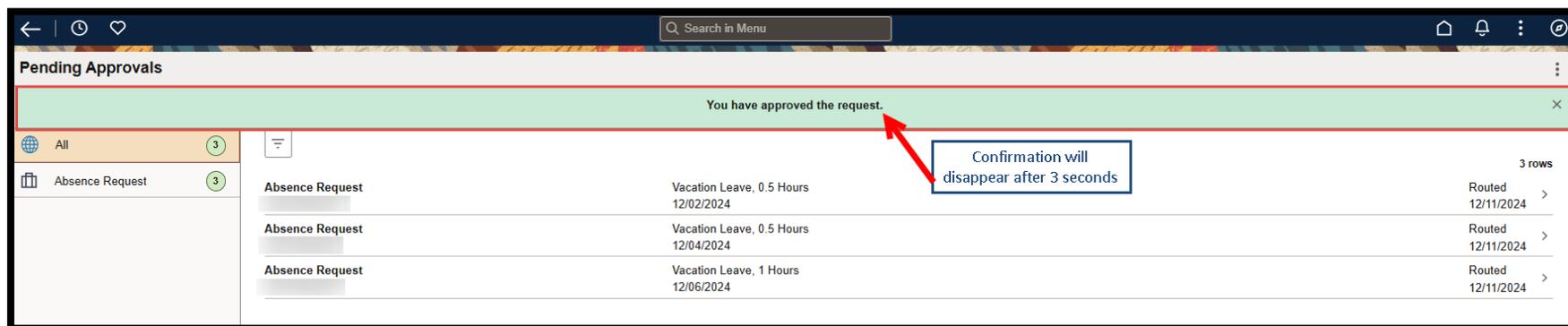


Reviewing Submitted Absences

Step 5

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee. A green banner appears for three seconds at the top of the page confirming the approval.

Select the next employee and follow the same steps until all absence request have been cleared.



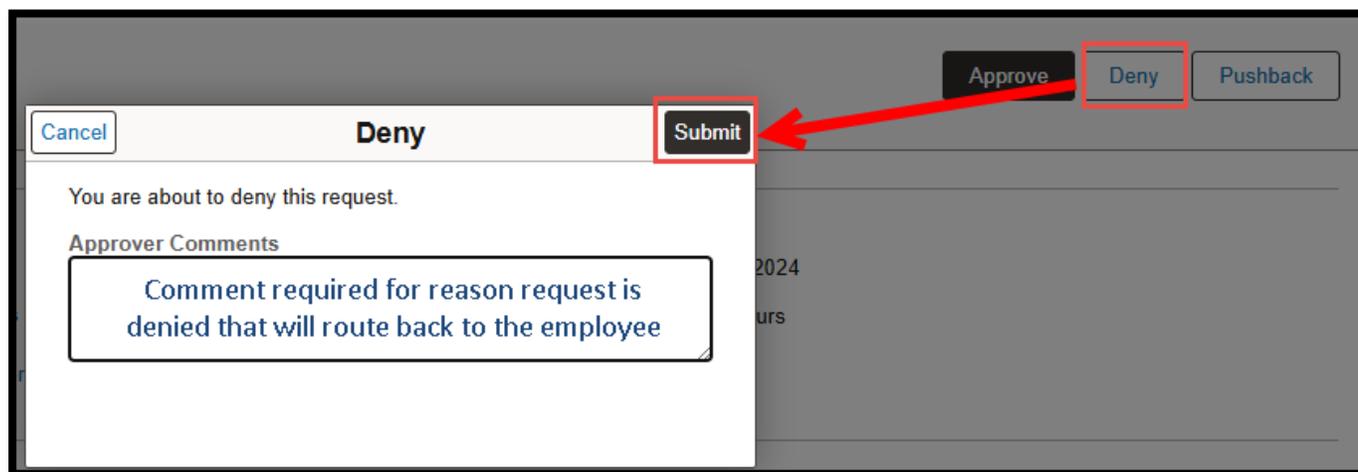
Reviewing Submitted Absences

Step 6 (As Needed)

If, after reviewing the request, the absence cannot be approved, managers can use the **Deny** function.

If the manager clicks **Deny** on the **Absence Request**, the **Deny** pop-up box opens. The manager must add a comment in the **Approver Comments** box to **Submit** a denial.

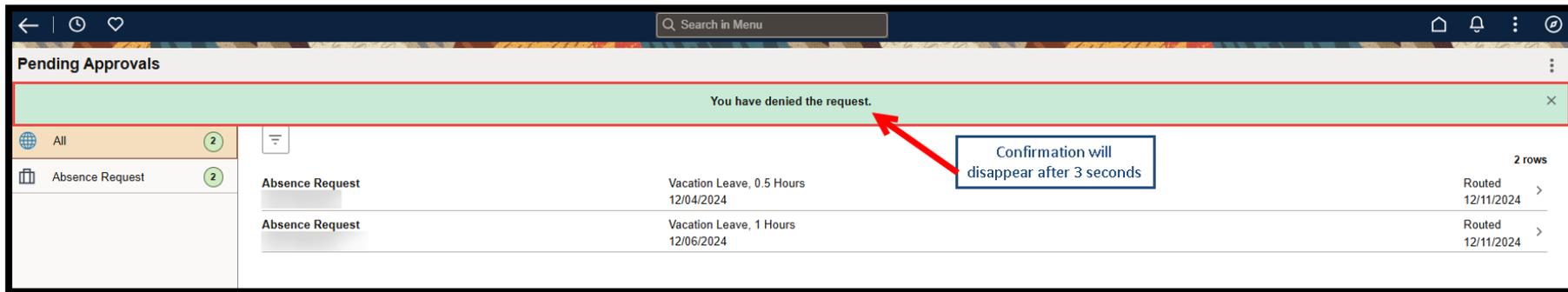
Note: If a mistake has been made, the manager can **Cancel their action instead of Submit and return to the **Manager Absence Request** page for this request.*



Reviewing Submitted Absences

Step 7

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee(s), and the green banner appears for three seconds at the top of the page confirming the denial of the request.



The screenshot displays the 'Pending Approvals' interface. At the top, a green banner with a close button (X) contains the text 'You have denied the request.' A red arrow points from a callout box to this banner. The callout box contains the text 'Confirmation will disappear after 3 seconds'. Below the banner is a table with two rows of absence requests. The left sidebar shows navigation options: 'All' (2 items) and 'Absence Request' (2 items).

Absence Request	Vacation Leave, 0.5 Hours 12/04/2024	Routed 12/11/2024 >
Absence Request	Vacation Leave, 1 Hours 12/06/2024	Routed 12/11/2024 >