University of South Carolina
Absence Management – TL/ABS Approver
Approve Absence/Cancel Absence Requests

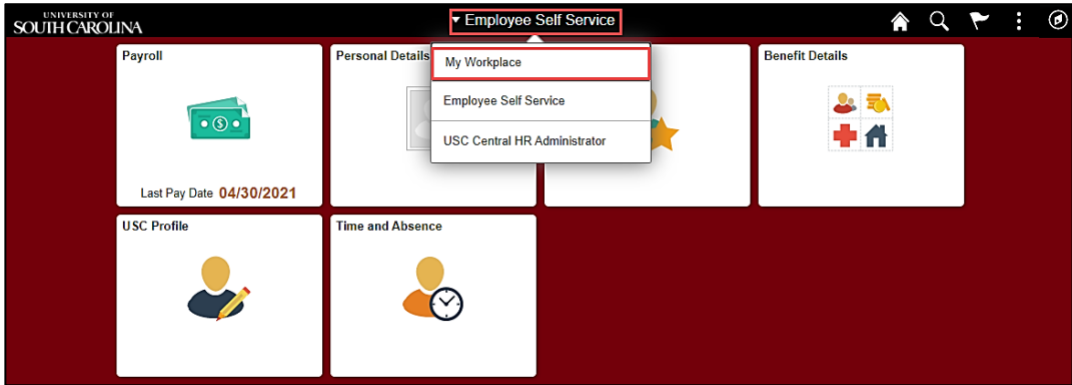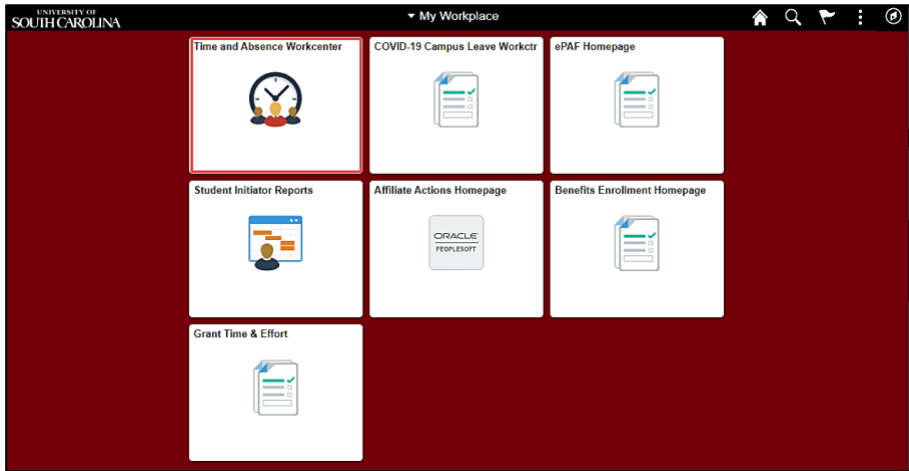| How to approve absence and cancel absence requests: |
|---|
| This job aid outlines how a TL/ABS approver can approve absence and cancel absence requests initiated from the Request Absence tile. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities. |
| **Navigation:** Employee Self Service > My Workplace > Time and Absence Workcenter |

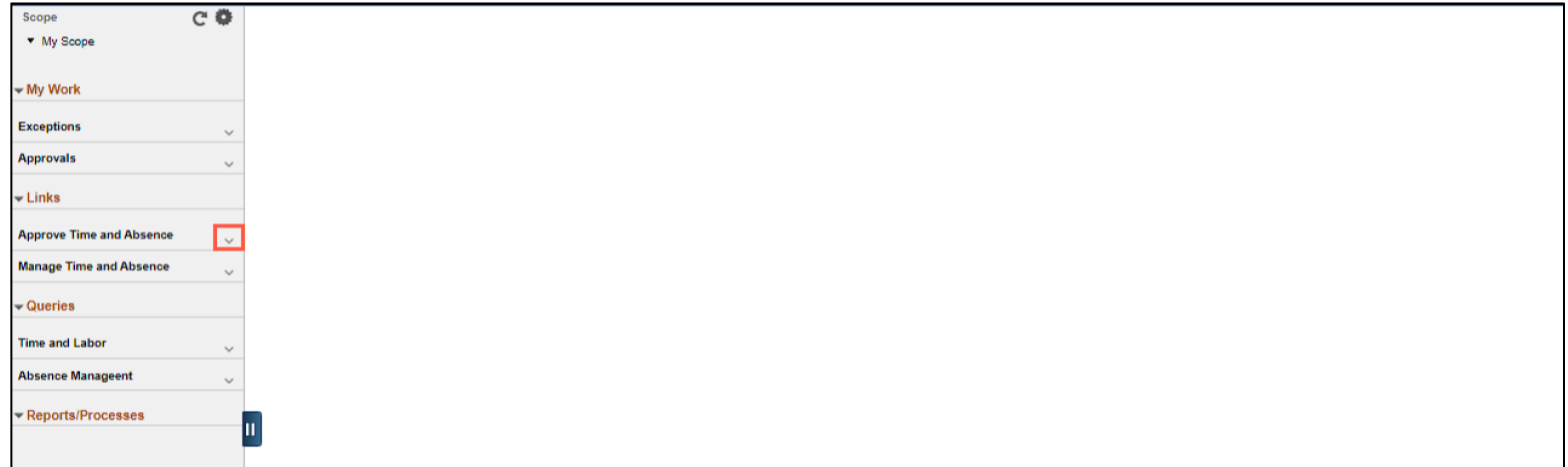| Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down-arrow and select **My Workplace** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

Step 3: Click the **Approve Time and Absence** drop-down arrow.

Step 4: Click **Approve Multiple Absence Requests** from the options list.

Step 5: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
☐	X70871978		Research Associate	06/11/2021	06/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours
☐	K63935146		Administrative Coordinator I	06/11/2021	06/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours
☐	K63935146		Administrative Coordinator I	06/18/2021	06/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours
☐	X70871978		Research Associate	06/28/2021	06/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours

When you click the **Approve Multiple Absence Requests** link a list of all absence requests entered for employees that you have access to will be listed here. Validate each employee's absence details before taking action.
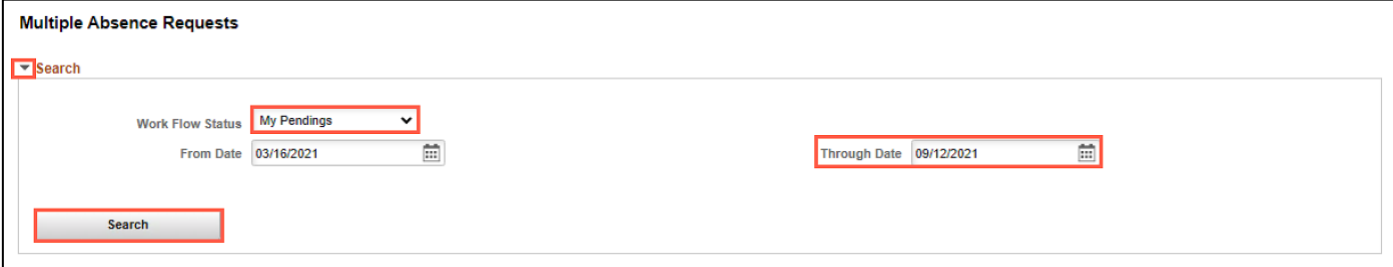
The list will only include approvals up to 3 months. If you want to see a future dated absence beyond 3 months the end date will need to be changed.

Step 6: To change the end date, click the **Search** drop-down arrow to view additional search fields.

Step 7: The status defaults to **My Pending**. You can selct to view absences in the status of approved, denied, or pushed back.

Step 8: Enter an end date in the **Through Date** Field.

Step 9: Click the **Search** button.

Multiple Absence Requests
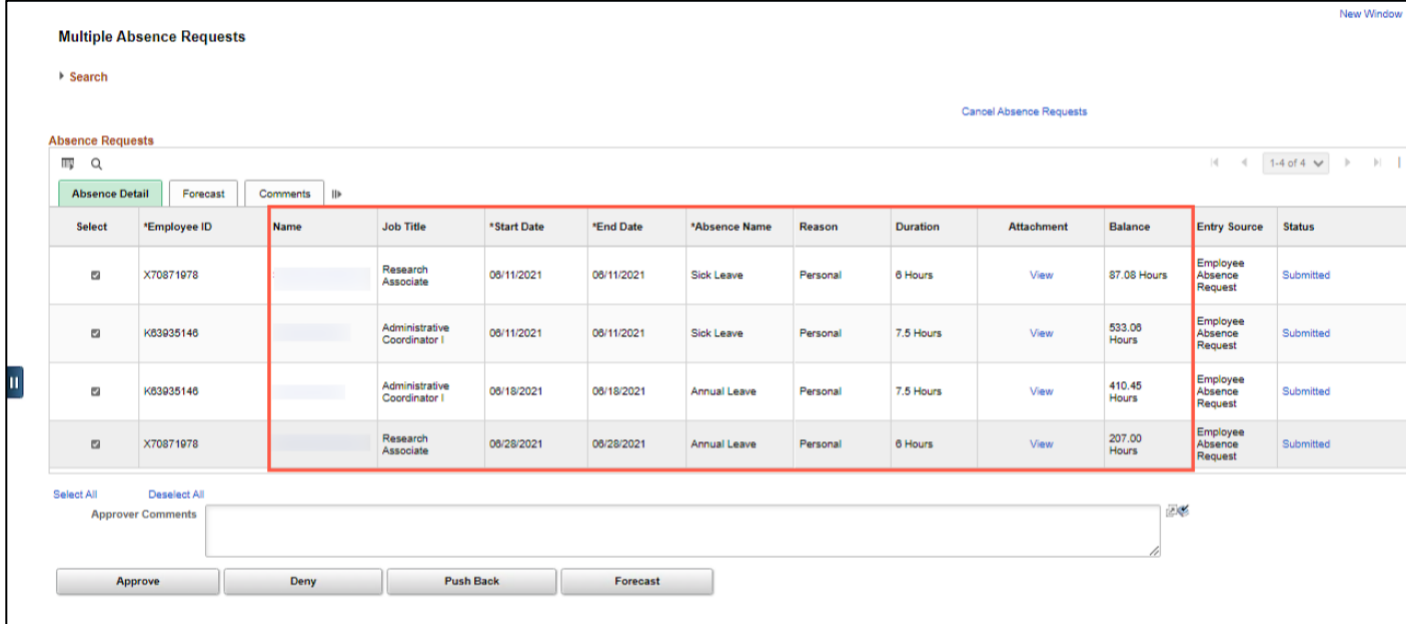
▼ Search

Work Flow Status [My Pendings ▼]

From Date [03/16/2021]   Through Date [09/12/2021]

[Search]

Multiple Absence Requests

▸ Search

Cancel Absence Requests

Absence Requests

1-4 of 4 ▼

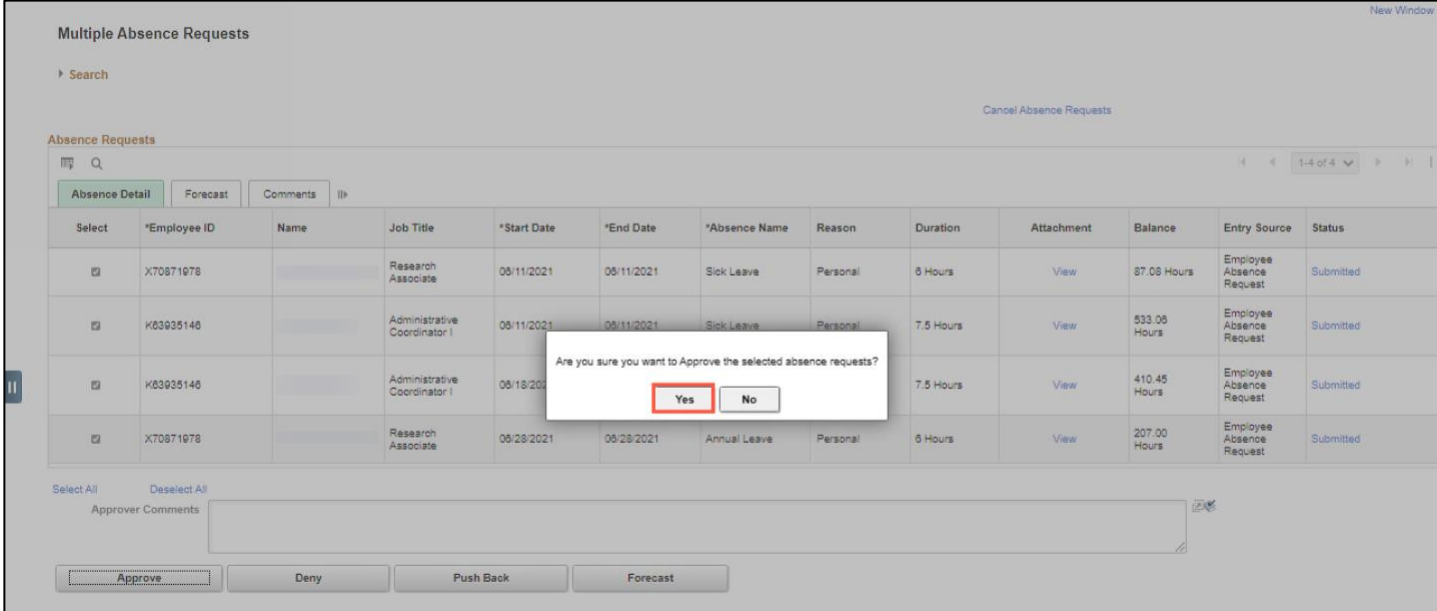| Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
☑	X70871978		Research Associate	06/11/2021	06/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Employee Absence Request	Submitted
☑	K63935146		Administrative Coordinator I	06/11/2021	06/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Submitted
☑	K63935146		Administrative Coordinator I	06/18/2021	06/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
☑	X70871978		Research Associate	06/28/2021	06/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted

Select All   Deselect All

Approver Comments [   ]

[Approve]   [Deny]   [Push Back]   [Forecast]

Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The absence request is approved.
- **Deny:** The absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied . You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

Step 10: After reviewing all of the request details, click to select each of the Absence Requests and click the **Approve** button.

Note: Use the **View All** link to the expand the list to view all absences pending approval.

If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.

Step 11: Click the **Yes** button to confirm you would like to approve the selected absence requests.

Step 12: A message will appear indicating the absences have been approved successfully. Click the **Yes** button to review and approve the Cancel Absence Requests.

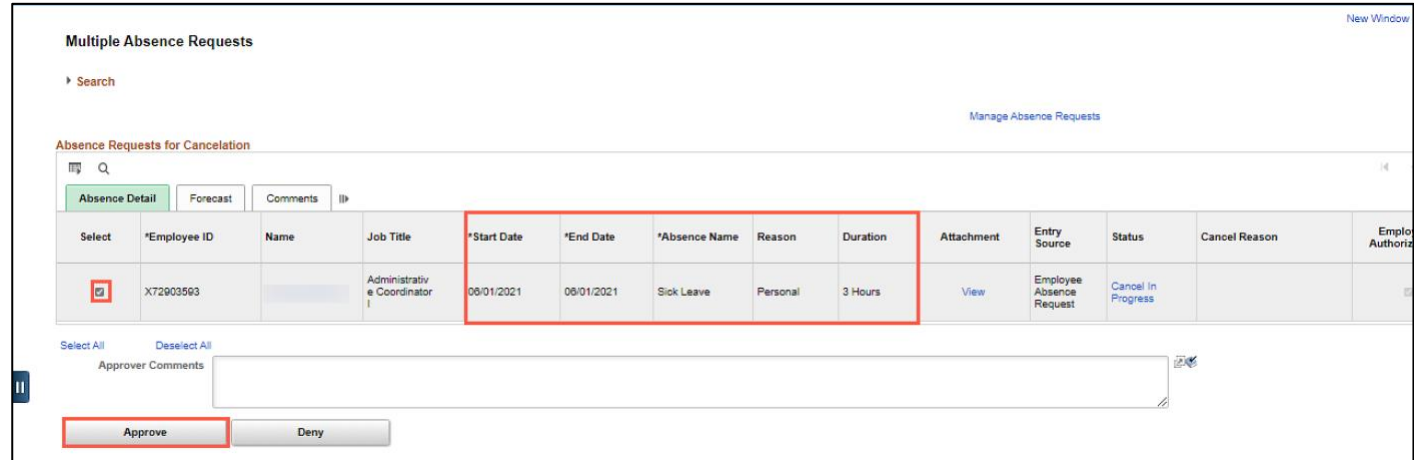|	
Notice the Absence Requests are approved. **Step 13:** To approve any cancelled absence requests, click the **Cancel Absence Requests** link.	

Validate each employee's cancel absence details before taking action.

Approvers can take one of the following two actions by clicking the associated button:

- **Approve:** The cancel absence request is approved.
- **Deny:** The cancel absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.

Step 14: After reviewing all of the request details, click to select each of the Cancel Absence Requests and click the **Approve** button.

If a cancel request needs to be denied it will need to be selected separately to take the appropriate action.

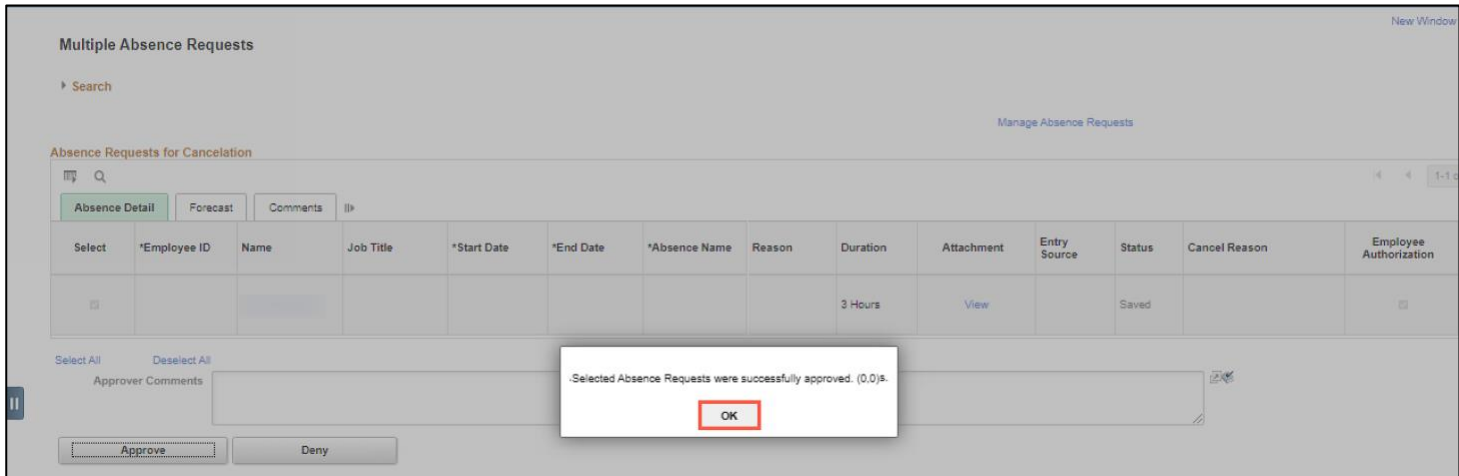|	
Step 15: Click the **Yes** button to confirm you would like to approve the selected cancel absence requests.	*(Screenshot: Multiple Absence Requests screen showing Absence Requests for Cancelation with an employee record X72903593, Administrative Coordinator, 06/01/2021, Sick Leave, Personal, 3 Hours, with confirmation dialog "Are you sure you want to Approve the selected Absence Cancelation requests?" with Yes and No buttons. Yes is highlighted.)*
Step 16: A message will appear indicating the absences have been approved successfully. Click the **Yes** button to review and approve the Cancel Absence Requests.	*(Screenshot: Multiple Absence Requests screen with a message "Selected Absence Requests were successfully approved. (0,0)s." with OK button highlighted.)*

Notice the Cancel Absence Request is approved.

Step 17: Click the **Expand Page** icon to view the workcenter's left navigation to continue viewing, entering, and/or approving timesheets and absence requests.

You successfully learned how to approve an absence and cancel absence requests.

Multiple Absence Requests

New Window

▸ Search

Manage Absence Requests

Absence Requests for Cancelation

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authoriz
☐	X72903593		Administrative Coordinator	06/01/2021	06/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Approved		

Select All   Deselect All

Approver Comments

| Approve | | Deny |