

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

How to approve absence and cancel absence requests:

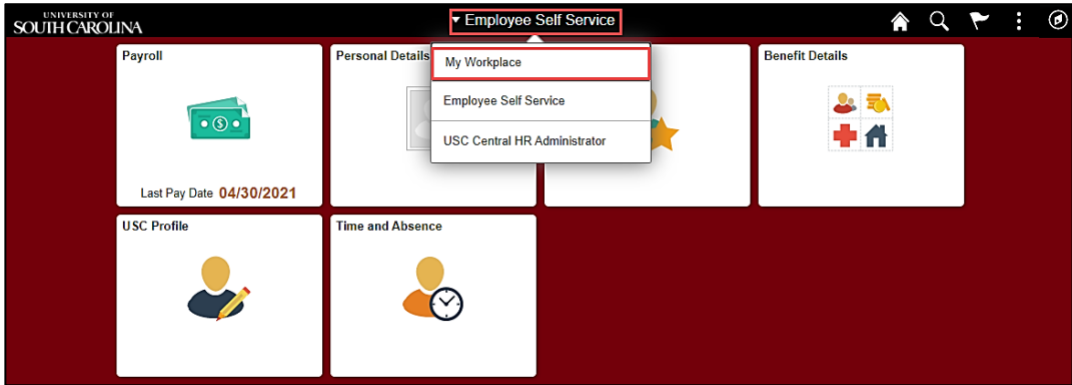
This job aid outlines how a TL/ABS approver can approve absence and cancel absence requests initiated from the Request Absence tile. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

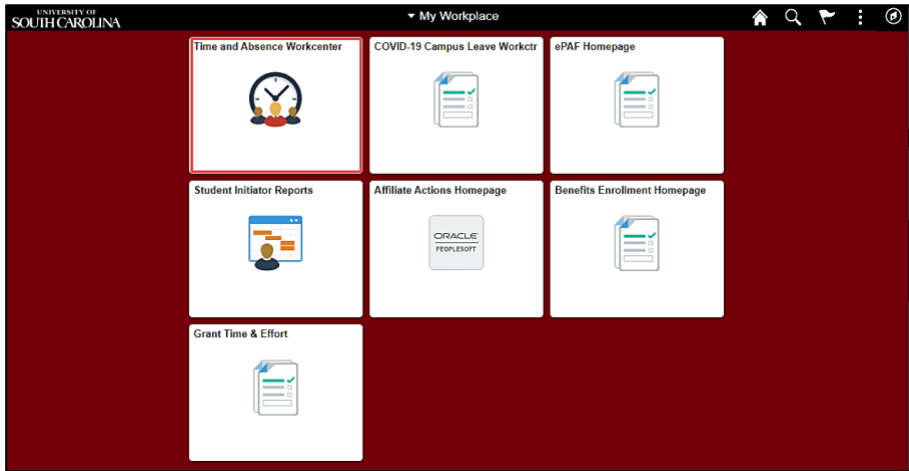
Processing Steps

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.

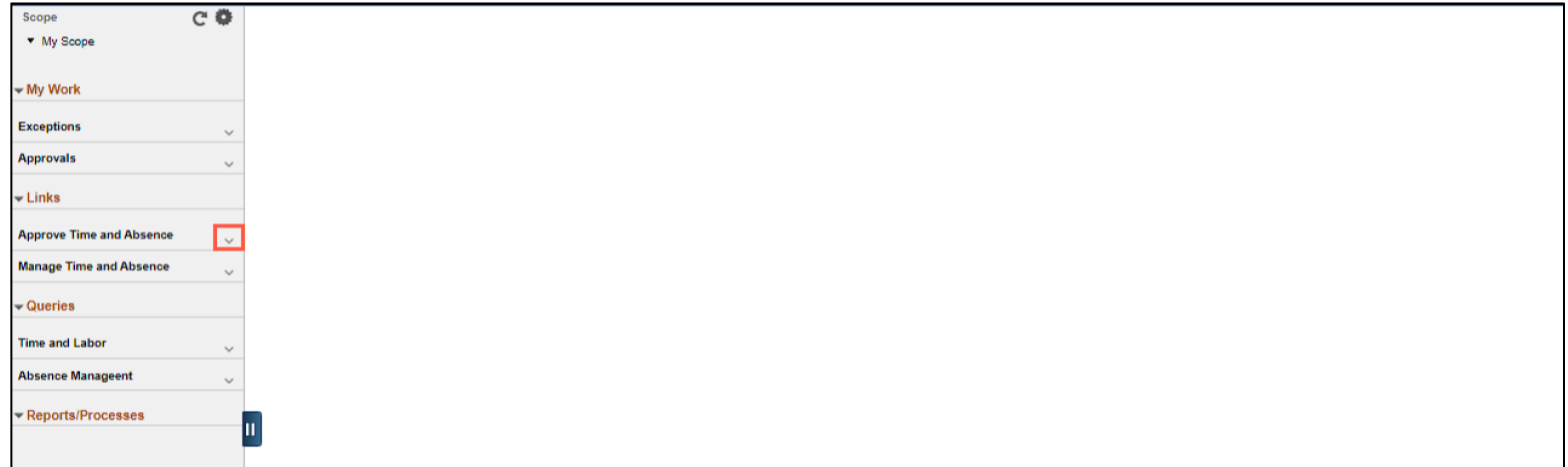


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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

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.



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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.

Scope
⌂ ⚙
New Window

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- ▼ Links
- Approve Time and Absence
 - Approve Reported Time
 - Approve Multiple Absence Requests
 - Manage Time and Absence
- ▼ Queries
- Time and Labor
- Absence Management
 - ⏏
- ▼ Reports/Processes

Multiple Absence Requests

▶ Search

[Cancel Absence Requests](#)

🔍

Absence Detail

Forecast

Comments

⌵

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	X70871978		Research Associate	09/11/2021	09/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours
<input type="checkbox"/>	K83935146		Administrative Coordinator I	09/11/2021	09/11/2021	Sick Leave	Personal	7.5 Hours	View	533.00 Hours
<input type="checkbox"/>	K83935146		Administrative Coordinator I	09/18/2021	09/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours
<input type="checkbox"/>	X70871978		Research Associate	09/28/2021	09/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours

Select All Deselect All

Approve

Deny

Push Back

Forecast

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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.

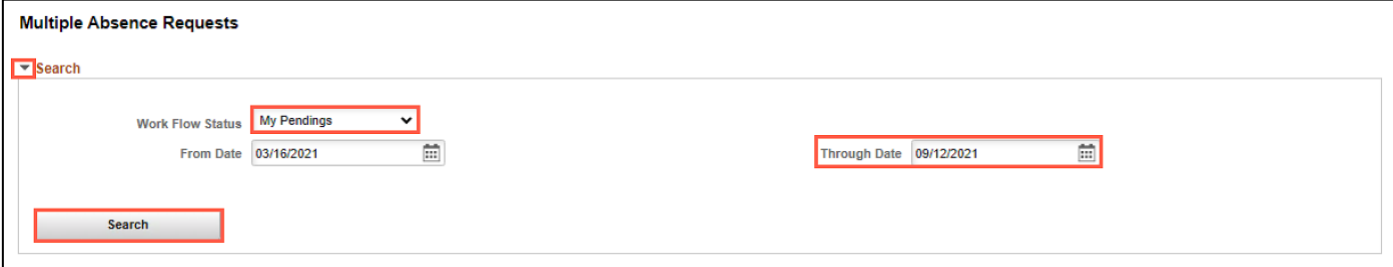
The list will only include approvals up to 3 months. If you want to see a future dated absence beyond 3 months the end date will need to be changed.

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 select 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

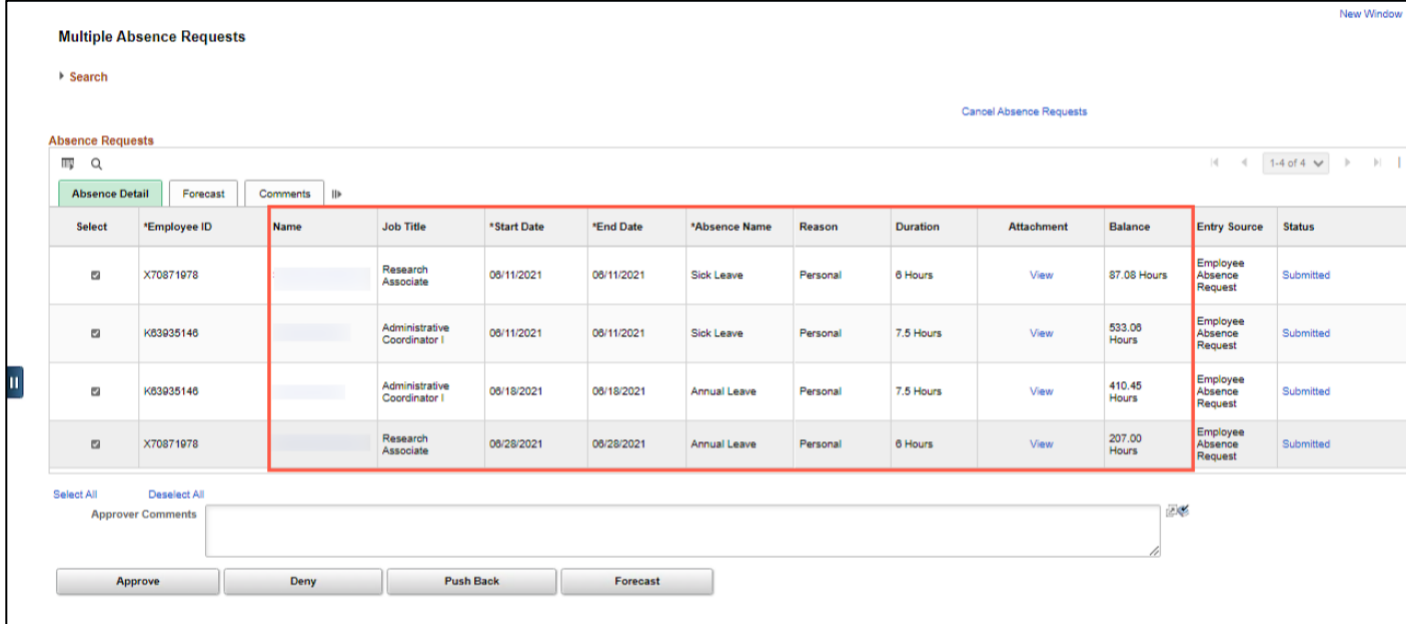
Search

Work Flow Status: **My Pensions**

From Date: 03/16/2021

Through Date: 09/12/2021

Search



Multiple Absence Requests

Search

Cancel Absence Requests

Absence Requests

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input checked="" type="checkbox"/>	X70871978		Research Associate	08/11/2021	08/11/2021	Sick Leave	Personal	8 Hours	View	87.08 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	08/18/2021	08/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	X70871978		Research Associate	08/28/2021	08/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted

Select All Deselect All

Approver Comments

Approve Deny Push Back Forecast

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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.

New Window

Multiple Absence Requests

Search 1-5 of 11 [View All](#)

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
<input checked="" type="checkbox"/>	X70871978		Research Associate	06/11/2021	06/11/2021	Sick Leave	Personal	6 Hours	View	87.06 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	06/11/2021	06/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	06/18/2021	06/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	X70871978		Research Associate	06/28/2021	06/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted

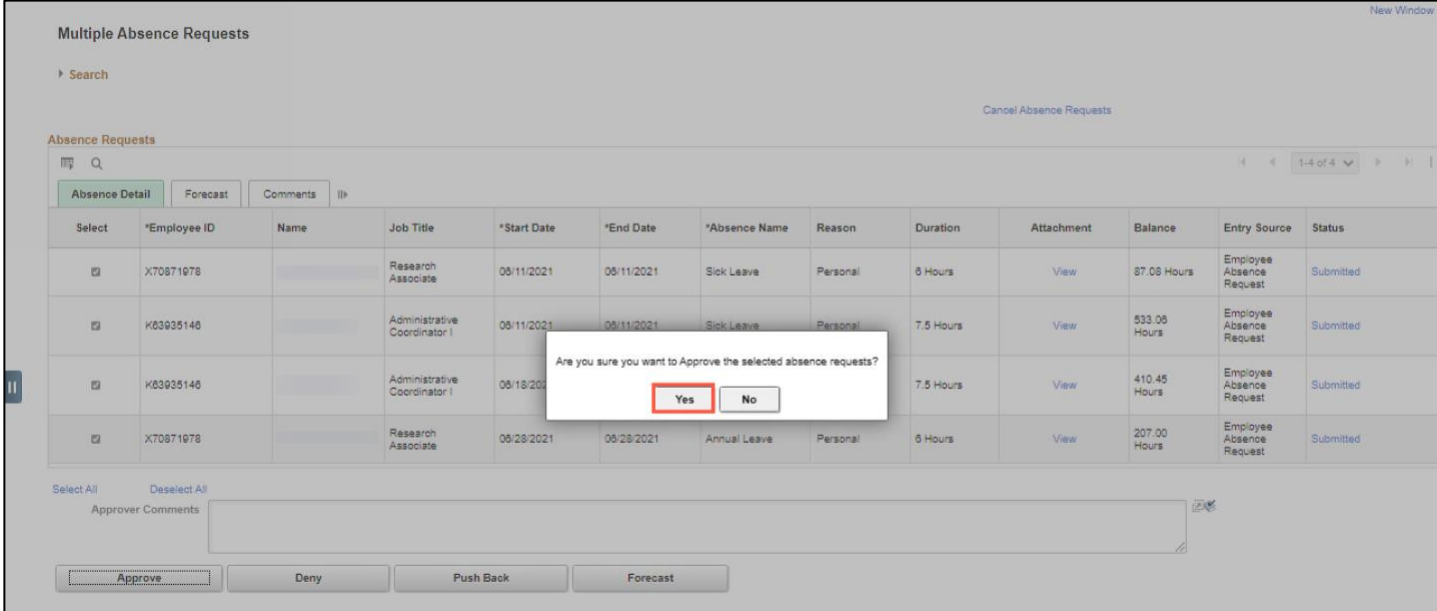
Select All Deselect All

Approver Comments

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

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.



The screenshot shows the 'Multiple Absence Requests' interface. A confirmation dialog box is displayed in the center, asking 'Are you sure you want to Approve the selected absence requests?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box. Below the dialog is a table of absence requests with columns for Select, Employee ID, Name, Job Title, Start Date, End Date, Absence Name, Reason, Duration, Attachment, Balance, Entry Source, and Status. At the bottom, there are buttons for 'Approve', 'Deny', 'Push Back', and 'Forecast', along with a text area for 'Approver Comments'.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input checked="" type="checkbox"/>	X70871978		Research Associate	08/11/2021	08/11/2021	Sick Leave	Personal	8 Hours	View	87.08 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83035148		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83035148		Administrative Coordinator I	08/18/2021	08/18/2021	Sick Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	X70871978		Research Associate	08/28/2021	08/28/2021	Annual Leave	Personal	8 Hours	View	207.00 Hours	Employee Absence Request	Submitted

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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.

New Window

Multiple Absence Requests

Search

Cancel Absence Requests

Absence Requests

Absence Detail Forecast Comments

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input type="checkbox"/>	X70871678		Research Associate	05/11/2021	05/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935146		Administrative Coordinator I	05/11/2021	05/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935146		Administrative Coordinator I	05/18/2021				7.5 Hours	View	410.45 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	X70871678		Research Associate	05/29/2021	05/29/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Approved

Selected Absence Requests were successfully approved. (0,0)

OK

Select All Deselect All

Approver Comments

Approve Deny Push Back Forecast

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

Notice the Absence Requests are approved.

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

New Window

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
<input type="checkbox"/>	X70871978		Research Associate	08/11/2021	08/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935146		Administrative Coordinator I	08/11/2021	08/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935146		Administrative Coordinator I	08/18/2021	08/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	X70871978		Research Associate	08/28/2021	08/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Approved

Select All Deselect All

Approver Comments

Approve
Deny
Push Back
Forecast

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

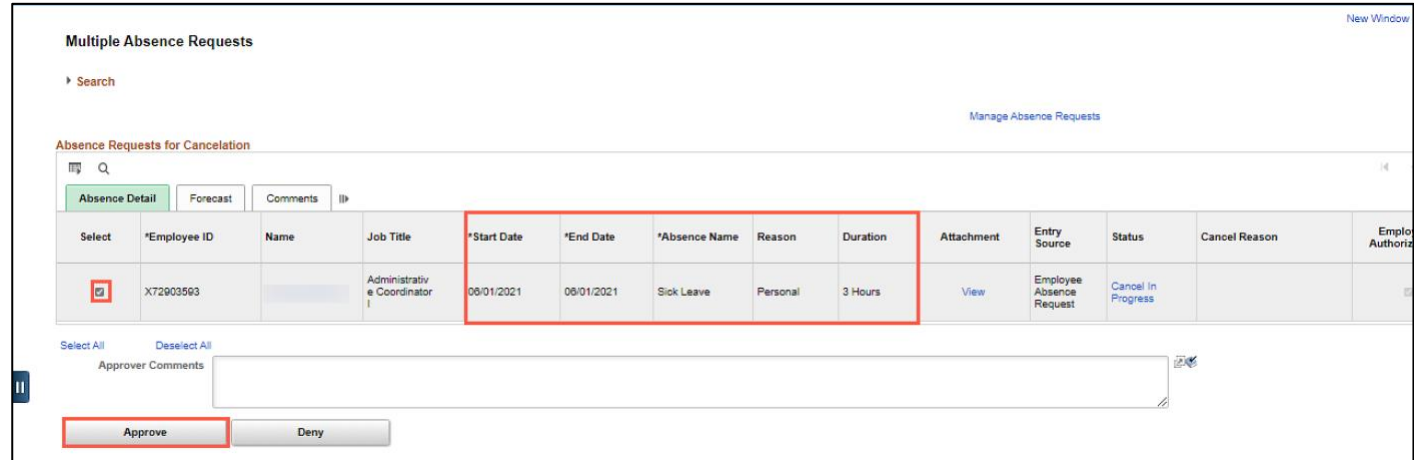
Validate each employee’s cancel absence details before taking action.

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.



New Window

Multiple Absence Requests

Search

Manage Absence Requests

Absence Requests for Cancellation

Absence Detail Forecast Comments

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authoriz
<input checked="" type="checkbox"/>	X72903593		Administrativ e Coordinator	08/01/2021	08/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Cancel In Progress		

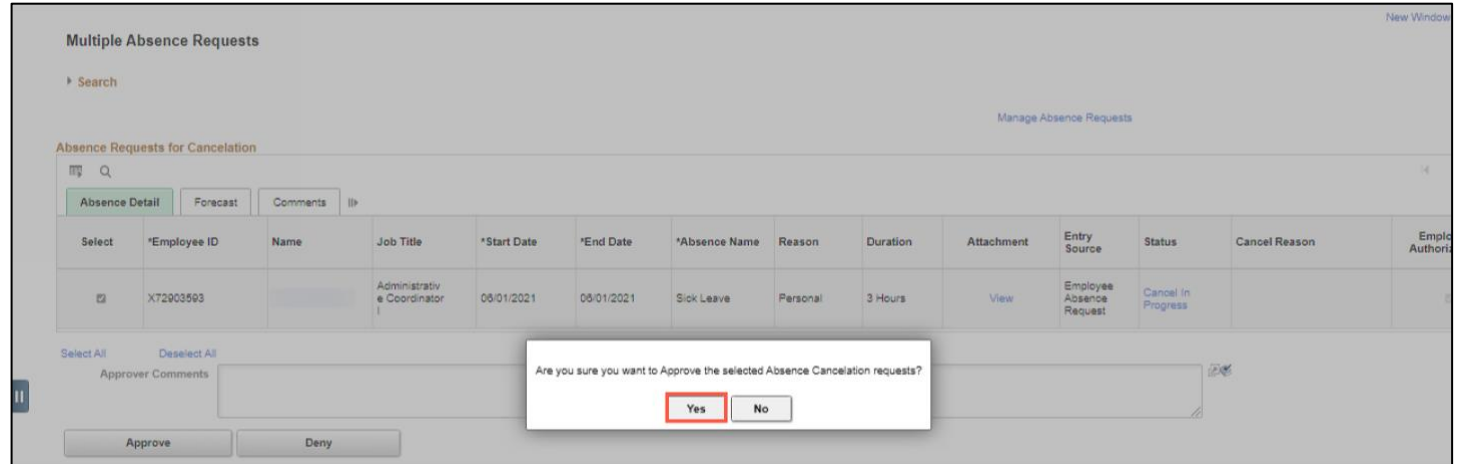
Select All Deselect All

Approver Comments

Approve Deny

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

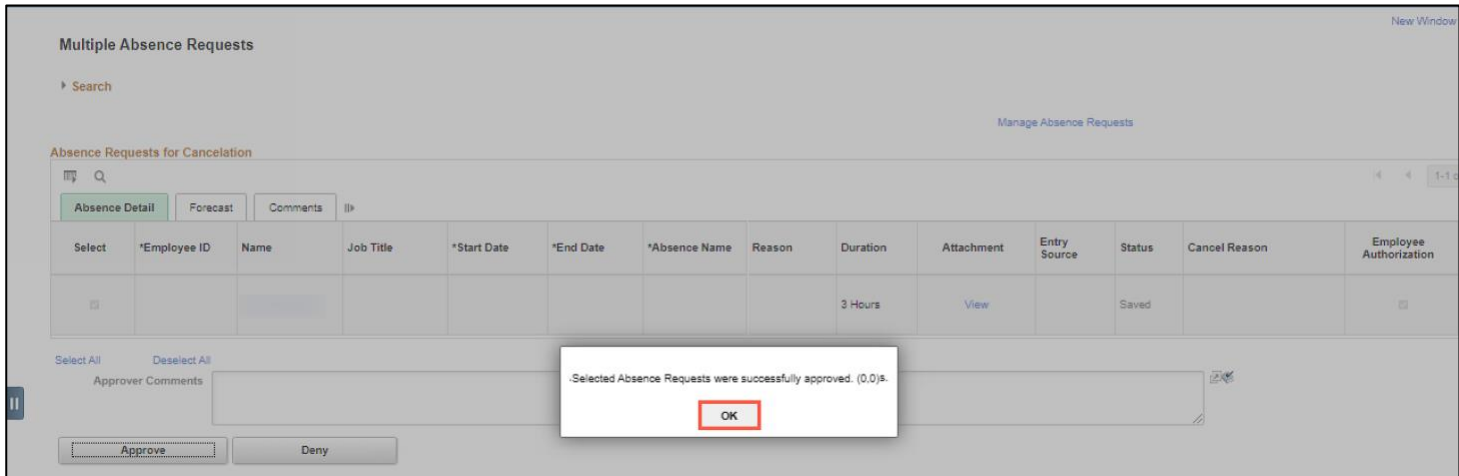
Step 15: Click the **Yes** button to confirm you would like to approve the selected cancel absence requests.



The screenshot shows the 'Multiple Absence Requests' interface. A table lists absence requests for cancellation. One request is selected, and a confirmation dialog box is displayed over the table. The dialog box asks: 'Are you sure you want to Approve the selected Absence Cancellation requests?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red box.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authori
<input checked="" type="checkbox"/>	X72903593		Administrativ e Coordinator	08/01/2021	08/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Cancel in Progress		

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.



The screenshot shows the 'Multiple Absence Requests' interface. The table now shows the request with a status of 'Saved'. A success message dialog box is displayed over the table, stating: 'Selected Absence Requests were successfully approved. (0,0)s.' with an 'OK' button. The 'OK' button is highlighted with a red box.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Employee Authorization
<input checked="" type="checkbox"/>								3 Hours	View		Saved		<input type="checkbox"/>

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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.

New Window

Multiple Absence Requests

Search Manage Absence Requests

Absence Requests for Cancellation

Absence Detail
Forecast
Comments
|>

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authoriz
<input type="checkbox"/>	X72903563		Administrative Coordinator	08/01/2021	08/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Approved		<input type="checkbox"/>

Select All Deselect All

Approver Comments

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