



**Absence Requests
Manager Self Service
LSUSH**

Version Date: April 26, 2024

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Absence_Requests_Manager_Self_Service

Manage Absence Requests

You can access an employee leave approval request three ways:

- (1) Via the link provided in the approval email,
- (2) Via your PeopleSoft Worklist, or
- (3) Via the Absence Approval (SF-6) page.

All three options will be demonstrated in this module.

Access and Approve Absence Requests via Email Link

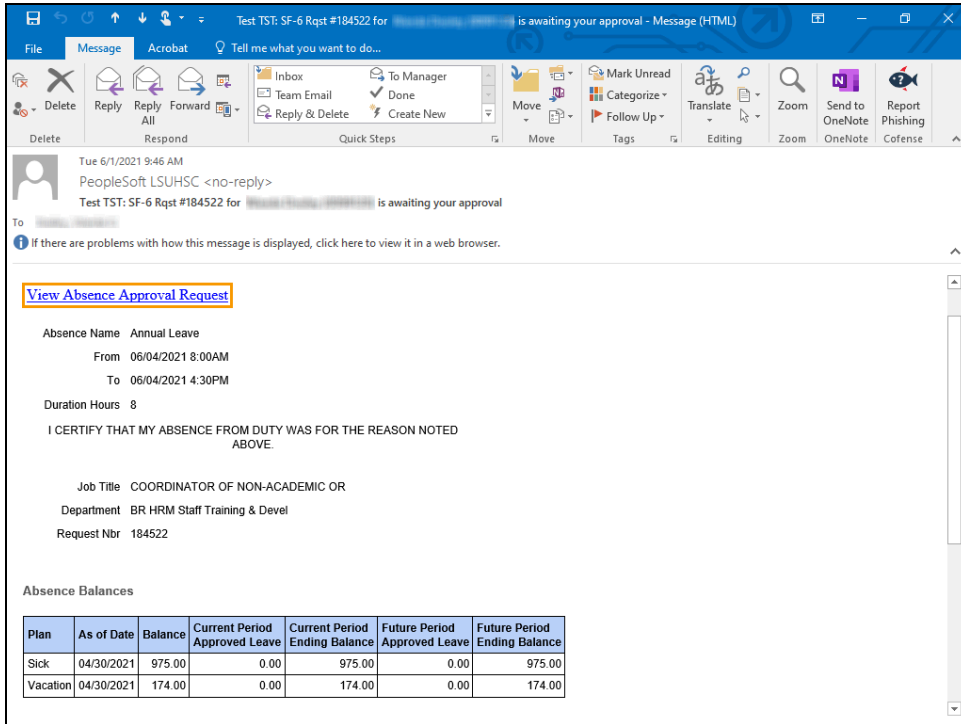
Procedure

In this topic you will learn how to [Access and Approve Absence Requests using Email Link](#).

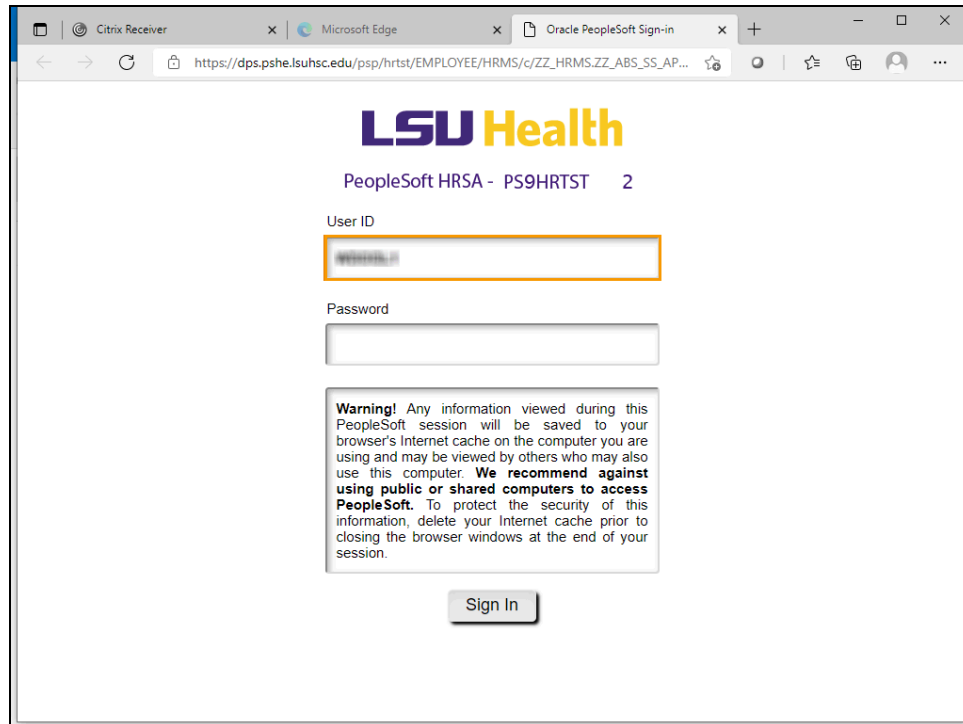
Step	Action
1.	<p>You will receive an email approval request when an employee submits an absence request.</p> <ol style="list-style-type: none">1. Clicking the View Absence Approval Request link will take you directly to the PeopleSoft logon page.2. The email absence request contains information such as the absence type, start and end dates, and total number of hours.3. At the bottom of the page, absence balance information is provided.

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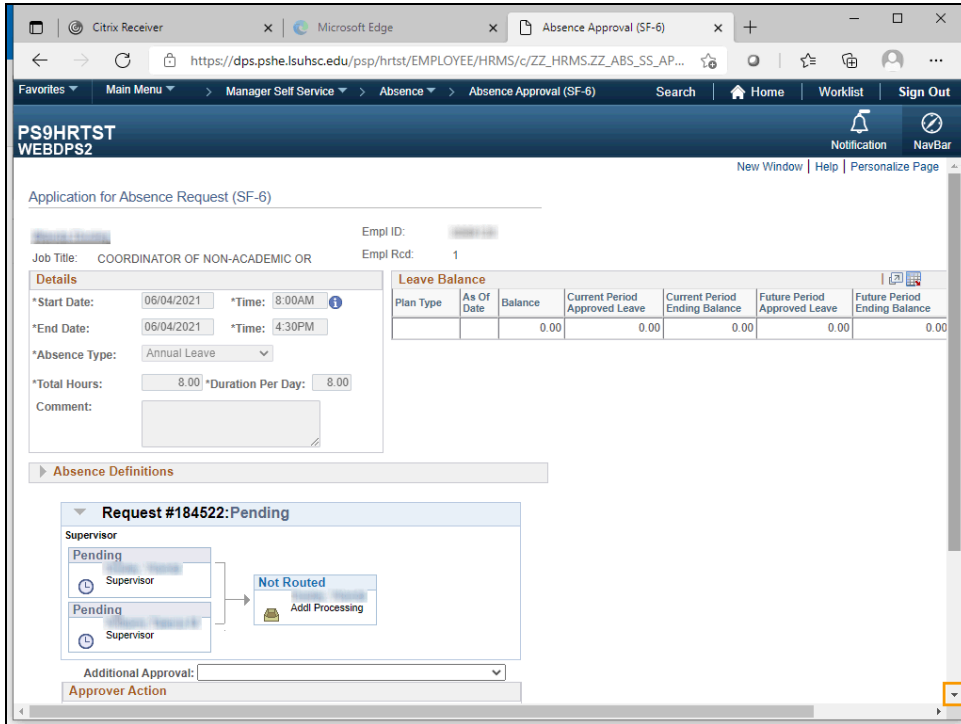
Step	Action
2.	Click the View Absence Approval Request link. View Absence Approval Request





Step	Action
3.	Your User ID should default into the User ID field. If it does not default, enter it directly into the field using ALL CAPS. Enter the desired information into the Password field. Enter " Password " and then click the Sign In button.

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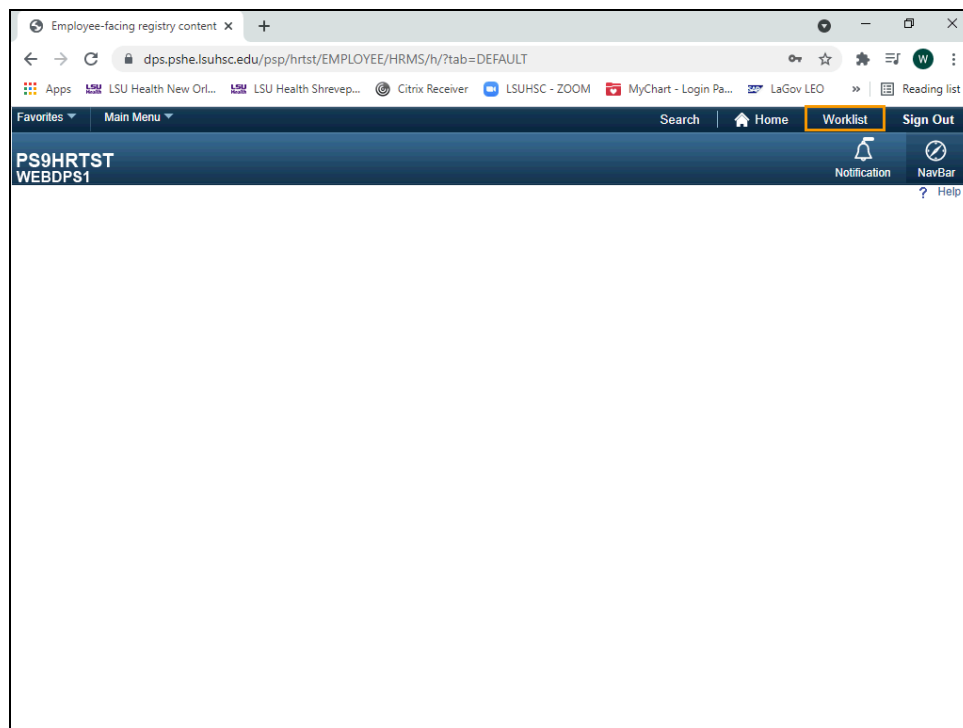
Step	Action
4.	<p>The <i>Application for Absence Request (SF-6)</i> page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p> 
5.	<p>Click the Approval button.</p> 
6.	<p>A message will display stating the request has been approved.</p>
7.	<p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p>NOTE: Click the link provided to view the original transaction.</p>
8.	<p>This completes <i>Access and Approve Absence Requests using Email Link</i>. End of Procedure.</p>


Access and Approve Absence Requests via the Worklist

Procedure

In this topic you will learn how to [Access and Approve Absence Requests via the Worklist](#).



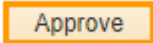
Step	Action
1.	After logging into PeopleSoft, you will click on the Worklist link located in the top right corner. You can also get the Worklist through the Main Menu page, or through your Favorites. If you prefer to approve transactions using the Worklist, it is recommended you add a link to your Favorites by clicking the "Add to Favorites" link.



Step	Action
2.	Click the Worklist link. 

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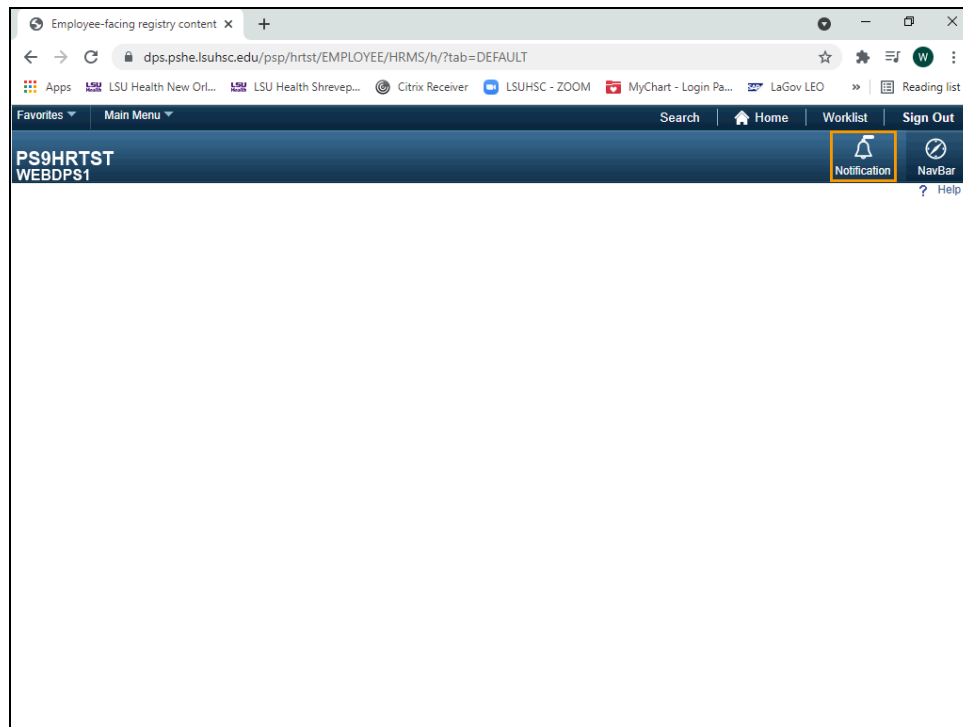
Step	Action
3.	<p>The Worklist displays the Absence Request waiting for approval. The Worklist includes Absence Requests submitted by your direct reports.</p> <p>The Worklist will also include all Absence Requests coded to the employees for which the Approver is set up as a secondary or delegated approver. Therefore, Absence Requests from employees other than your direct reports may display on an Approver's Worklist if s/he is set up to approve for another manager.</p>
4.	<p>The Refresh button, located at the bottom of the list on the left side of the page, will move submitted absence requests to the Worklist.</p> <p>NOTE: You may wish to click the Refresh button before exiting the Worklist to determine if any other absence requests are available for approval.</p>
5.	<p>Absence requests do not have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the absence request links to make a notation of the priority order in which you wish to approve the requests.</p> <p>NOTE: This <u>does not</u> reorder the absence requests on the Worklist.</p>
6.	<p>Click on the blue link to access a transaction.</p> <p>Click the TRANSACTION NBR: 184523 link.</p> 
7.	<p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p> 
8.	<p>Click the Approval button.</p> 
9.	<p>A message displays confirming approval of the absence request.</p>
10.	<p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p>NOTE: Click the link provided to view the original transaction.</p>
11.	<p>This completes Access and Approve Absence Requests via the Worklist. End of Procedure.</p>

Access and Approve Absence Request via the Notification Bell

Procedure

In this topic you will learn how to **Access and Approve Absence Requests via the Notification Bell**.

Step	Action
1.	The Notification bell displays a line at the top of the bell to notify users of any new Actions requiring attention, such as Absence Approval Requests.



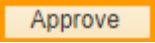


Step	Action
2.	Click the Notification button.



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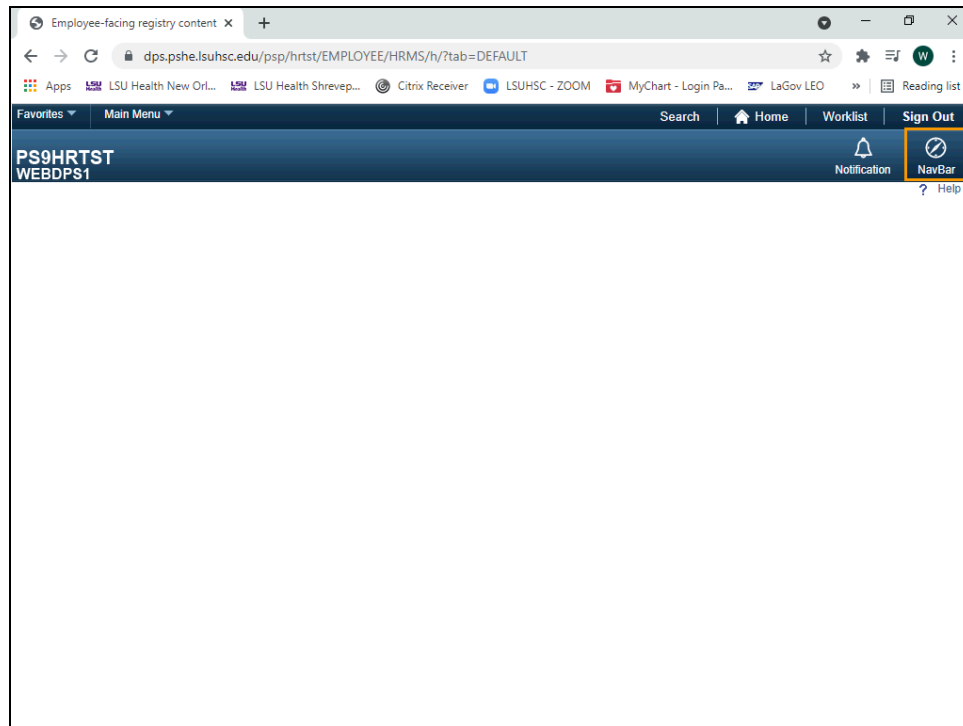
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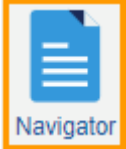

Step	Action
3.	<p>The most recent transaction will display first in the list.</p> <p>Click the SF-6 Annual Leave link.</p> 
4.	<p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p> 
5.	<p>Click the Approve button.</p> 
6.	<p>A message displays confirming approval of the absence request.</p>
7.	<p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p>NOTE: <i>Click the link provided to view the original transaction.</i></p>
8.	<p>This completes <i>Access and Approve Absence Requests via the Navigation Bell.</i> End of Procedure.</p>

Access and Approve Absence Requests via the Absence Request (SF-6) Page

Procedure

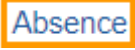

In this topic you will learn how to **Access and Approve Absence Requests via the Absence Requests (SF-6) Page**.

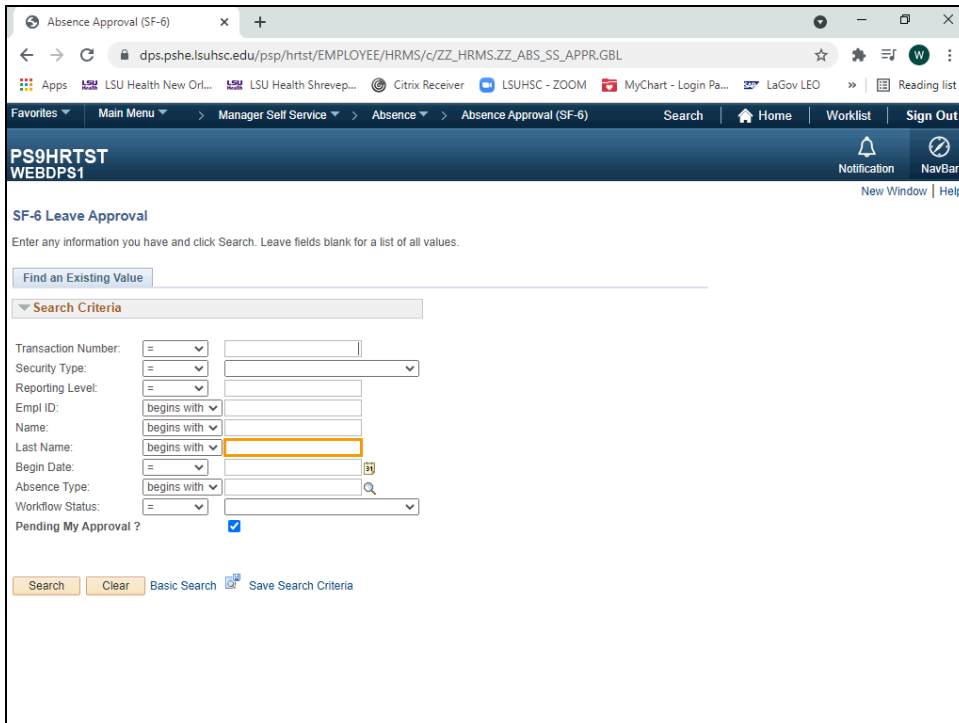


Step	Action
1.	Click the NavBar link. 
2.	Click the Navigator link. 
3.	Click the Manager Self-Service link. 

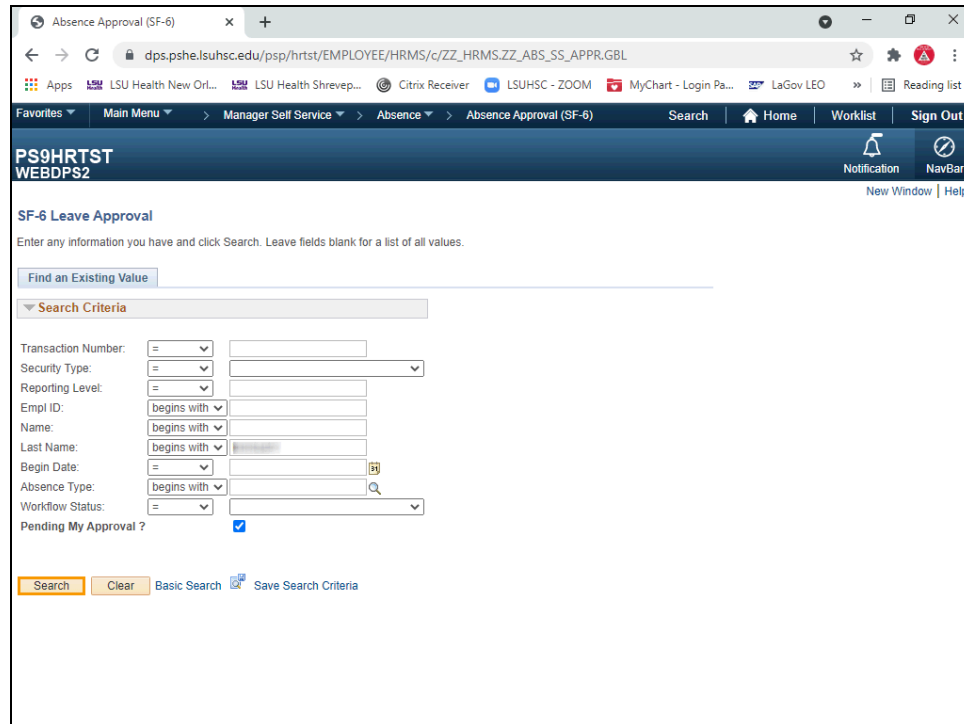
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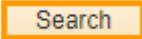


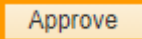
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Step	Action
4.	Click the Absence link. 
5.	Click the Absence Approval (SF-6) link. 



Step	Action
6.	<p>You may enter the Transaction Number or the employee's Last Name to search for an absence request.</p> <p>Enter the desired information into the Last Name field. Enter "Employee's Last Name".</p> <p><i>NOTE: It is recommended that you use the Last Name field and not the Name field to search. Names are done differently in PeopleSoft and cannot be accessed unless entered in the appropriate format.</i></p>



Step	Action
7.	Click the Search button. 
8.	If more than one absence request is in the system, the various transactions will display at the bottom of the page. The most recent request will be listed first. Click the 184544 link. 
9.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar. 
10.	Click the Approve button. 
11.	A message displays confirming approval of the absence request.

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Step	Action
12.	<p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p><i>NOTE: Click the link provided to view the original transaction.</i></p>
13.	<p>This completes <i>Access and Approve Absence Requests via the Absence Requests (SF-6) Page</i>.</p> <p>End of Procedure.</p>

Create a Secondary Absence Approval

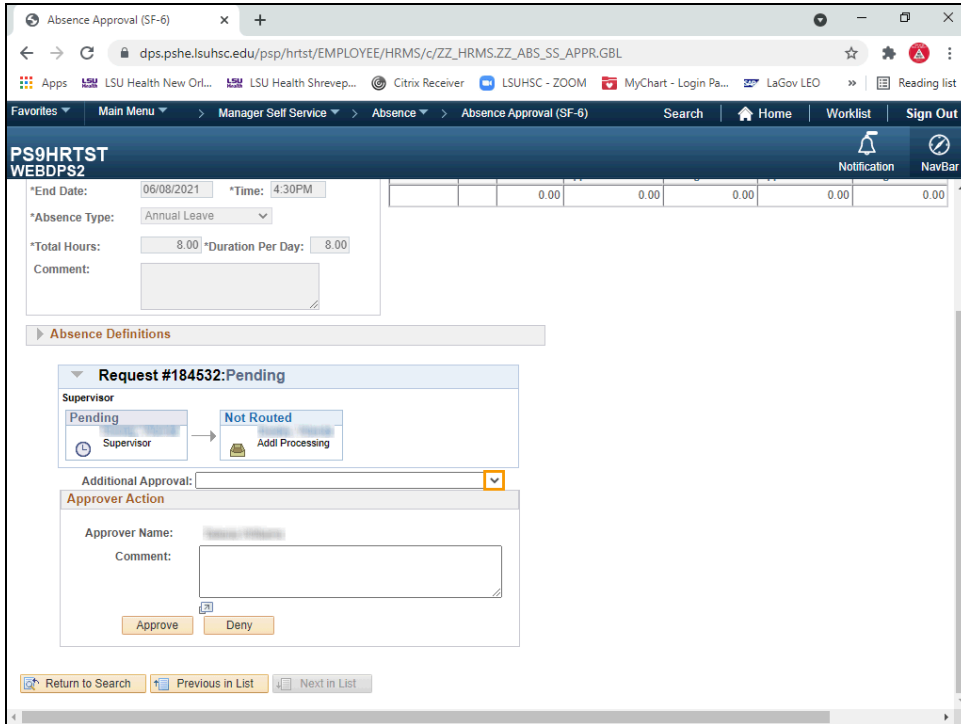
Procedure



In this topic you will learn how to **Create a Secondary Absence Approval**.

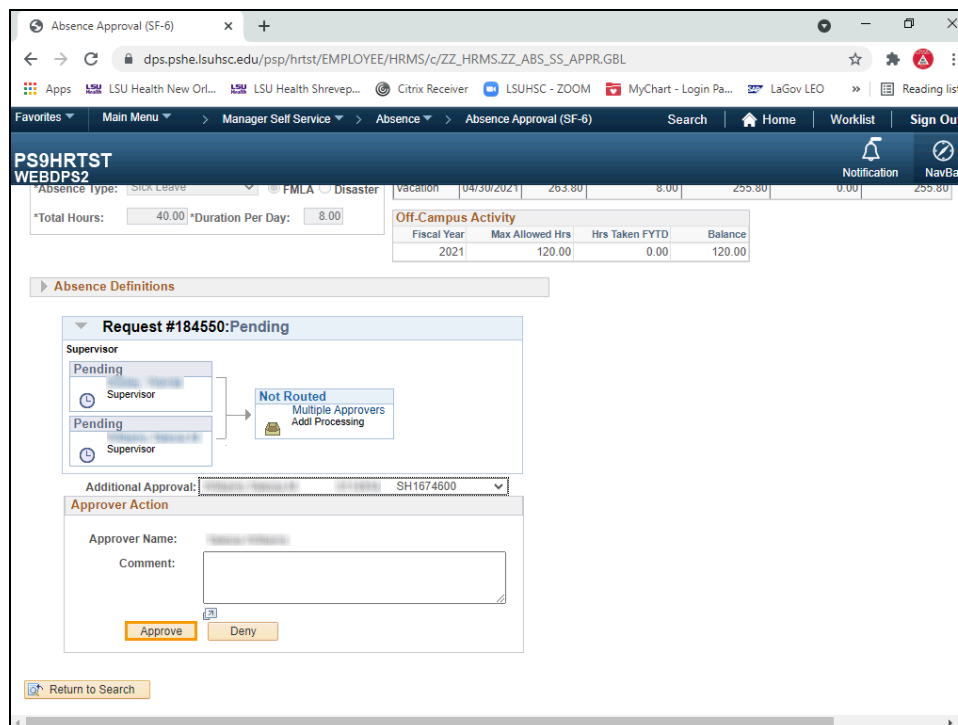
Step	Action
1.	<p>You can access absence requests two ways. Your first option is to navigate as follows:</p> <p>NavBar > Navigator > Manager Self Service > Absence > Absence Approval (SF-6)</p>
2.	<p>On the SF-6 Leave Approval page:</p> <ol style="list-style-type: none"> 1. Enter the employee's last name in the Last Name field. 2. Click the Search Button. <p><i>NOTE: The Pending My Approval box will remain checked.</i></p>
3.	<p>The absence request will display.</p> <p><i>NOTE: If more than one absence request is pending, a list of pending absence requests will display at the bottom of the page. Click the appropriate request to view the absence information.</i></p>

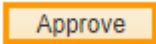
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Step	Action
4.	<p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the button to the right of the Additional Approval field.</p> 
5.	<p>A list of additional approvers will display in the drop-down list.</p> <p>Click the Desired list item.</p> 



Step	Action
6.	Click the Approve button. 
7.	An approval confirmation will display, as well as routing information for secondary approval. <i>NOTE: When one approver grants approval, the other will receive an email notification.</i>
8.	This completes <i>Create a Secondary Absence Approval</i> . End of Procedure.

Create an Absence Request for an Employee

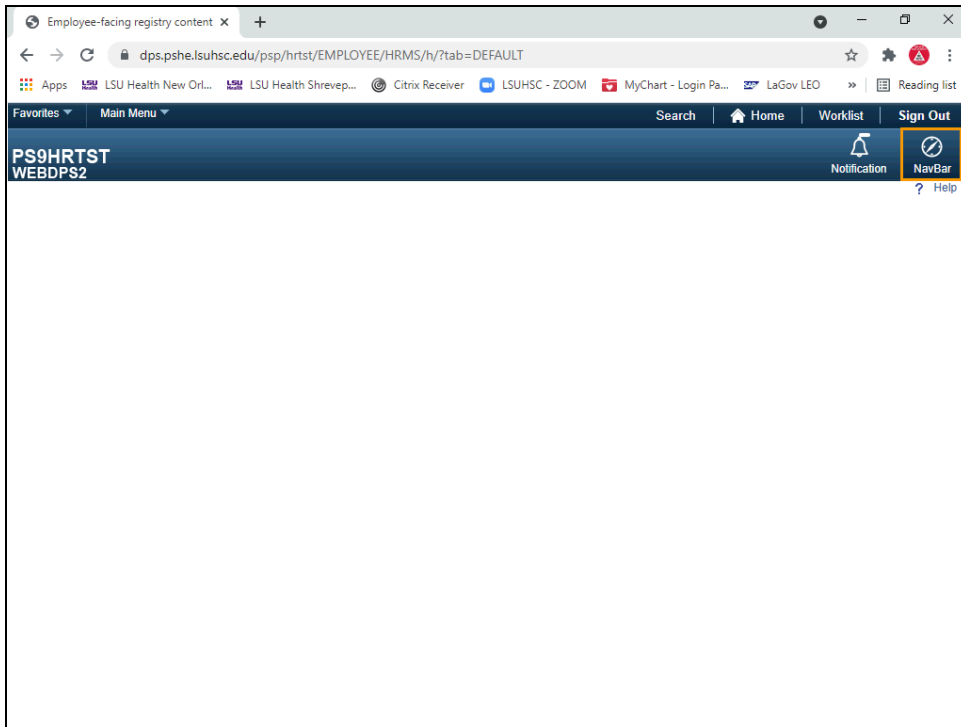
Procedure

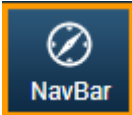
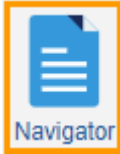


In this topic you will learn how to [Create an Absence Request for an Employee](#).


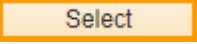
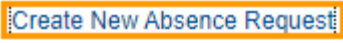


Step	Action
1.	<p>***** <i>NOTICE</i> *****</p> <p><i>Absence requests should only be created by the manager when an employee is on extended leave, such as FMLA, and unable to complete his/her own absence request. A manual absence request must be completed by the employee immediately upon his/her return to work, for verification and audit purposes, for the time periods indicated on all manager created absence requests submitted on the employee's behalf. For audit purposes, manual absence slips will be housed in the department.</i></p>

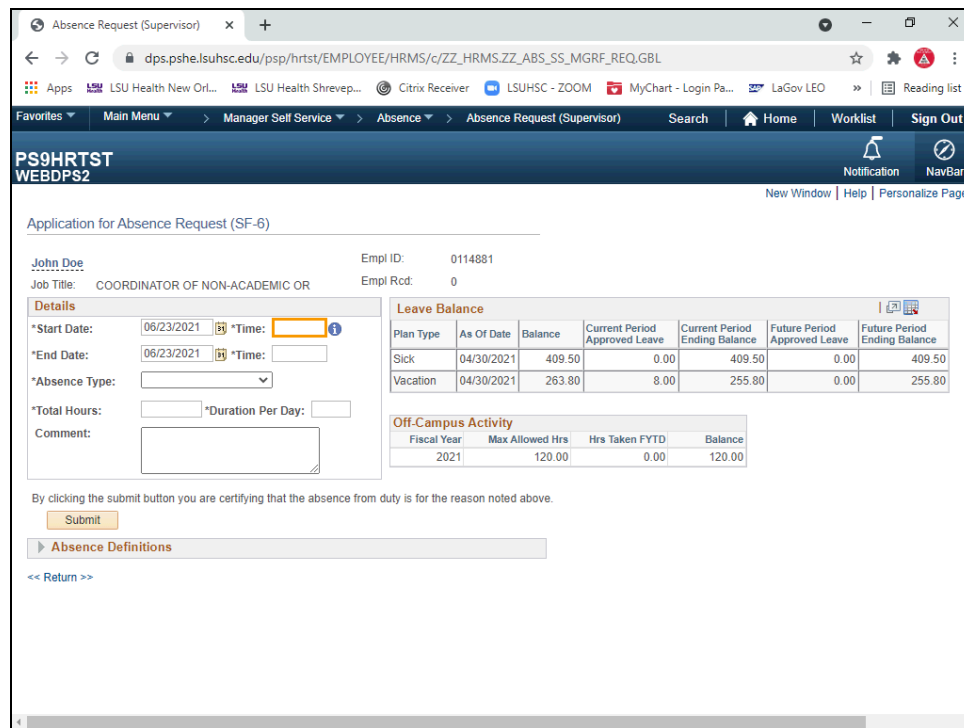
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Step	Action
2.	<p>Situations, such as an emergency, may arise that will require you to create an absence request for an employee. In these situations, you will create the absence request and approve it.</p> <p>Click the NavBar link.</p> 
3.	<p>Click the Navigator link.</p> 
4.	<p>Click the Manager Self Service link.</p> 
5.	<p>Click the Absence link.</p> 

Step	Action
6.	Click the Absence Request (Supervisor) link. 
7.	A list of employees for whom you can perform this function will display. Click the Select button. 
8.	Click the Create New Absence Request link. 
9.	Click the Calendar button. 
10.	Click the 23rd button. 



Step	Action
11.	Enter the desired information into the Start Date Time field. Enter " 8:00AM ".




Training Guide

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Application for Absence Request (SF-6)

John Doe Empl ID: 0114881
 Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 0

Details

*Start Date: 06/23/2021  *Time: 8:00AM 
 *End Date: 06/23/2021  *Time:
 *Absence Type:
 *Total Hours: *Duration Per Day:
 Comment:

Leave Balance

Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80



Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2021	120.00	0.00	120.00

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

[Absence Definitions](#)

[Return](#)

Step	Action
12.	Click the Calendar button. 
13.	Click the 25th button. 

Application for Absence Request (SF-6)

John Doe Empl ID: 0114881
Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 0

Details

*Start Date: 06/23/2021 *Time: 8:00AM
*End Date: 06/25/2021 *Time: 4:30PM
*Absence Type:
*Total Hours: *Duration Per Day:
Comment:

Leave Balance

Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2021	120.00	0.00	120.00

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

[Absence Definitions](#)

[Return](#)

Step	Action
14.	Enter the desired information into the End Date Time field. Enter "4:30PM" .

Training Guide

LSUSH

Application for Absence Request (SF-6)

John Doe Empl ID: 0114881
 Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 0

Details

*Start Date: 06/23/2021 *Time: 8:00AM
 *End Date: 06/25/2021 *Time: 4:30PM
 *Absence Type: ▼
 *Total Hours: *Duration Per Day:
 Comment:

Leave Balance

Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80

Off-Campus Activity

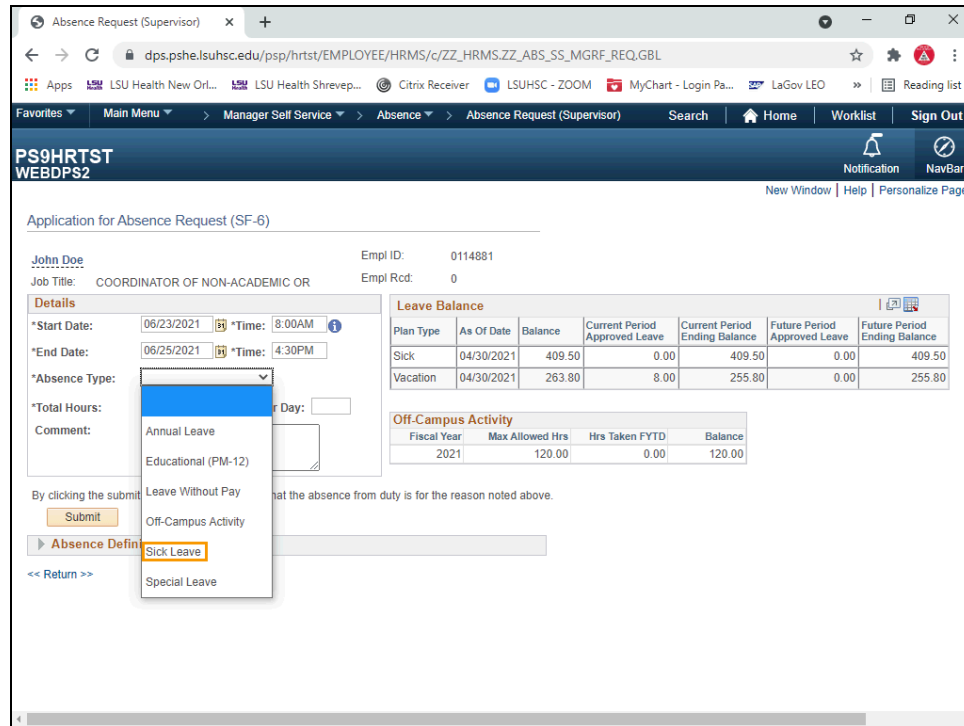
Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2021	120.00	0.00	120.00


By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

▶ Absence Definitions

<< Return >>

Step	Action
15.	Click the button to the right of the Absence Type field. <div style="border: 1px solid red; padding: 2px; display: inline-block;">▼</div>



Step	Action
16.	Click the Sick Leave list item. 

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Application for Absence Request (SF-6)

John Doe Empl ID: 0114881
 Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 0

Details

*Start Date: 06/23/2021 *Time: 8:00AM
 *End Date: 06/25/2021 *Time: 4:30PM
 *Absence Type: Sick Leave FMLA Disaster
 *Total Hours: *Duration Per Day:
 Comment:


Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2021	120.00	0.00	120.00

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

[Absence Definitions](#)

[Return](#)

Step	Action
17.	<p>NOTE: Never select the FMLA button if FMLA has not been approved by HR. Supervisors should deny any request that includes FMLA that has not been approved by HR. If a FMLA leave request is unintentionally submitted and approved by the supervisor, the employee must delete the request. The supervisor must approve the deletion.</p> <p>Click the FMLA option.</p> 

Application for Absence Request (SF-6)

John Doe Empl ID: 0114881
 Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 0

Details

*Start Date: 06/23/2021 *Time: 8:00AM
 *End Date: 06/25/2021 *Time: 4:30PM
 *Absence Type: Sick Leave FMLA Disaster
 *Total Hours: **24** *Duration Per Day:
 Comment:
 By clicking the submit button you are certifying that the absence from duty is for the reason noted above.
 Submit
 Absence Definitions
 << Return >>

Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2021	120.00	0.00	120.00

Step	Action
18.	Enter the desired information into the Total Hours field. Enter "24".
19.	Enter the desired information into the Duration Per Day field. Enter "8".

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Application for Absence Request (SF-6)

John Doe
Job Title: COORDINATOR OF NON-ACADEMIC OR
Empl ID: 0114881
Empl Rcd: 0

Details

*Start Date: 06/23/2021 *Time: 8:00AM
*End Date: 06/25/2021 *Time: 4:30PM
*Absence Type: Sick Leave FMLA Disaster
*Total Hours: 24 *Duration Per Day: 8
Comment:

Leave Balance

Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80

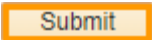
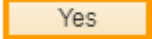
Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2021	120.00	0.00	120.00

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

[Absence Definitions](#)

[Return](#)

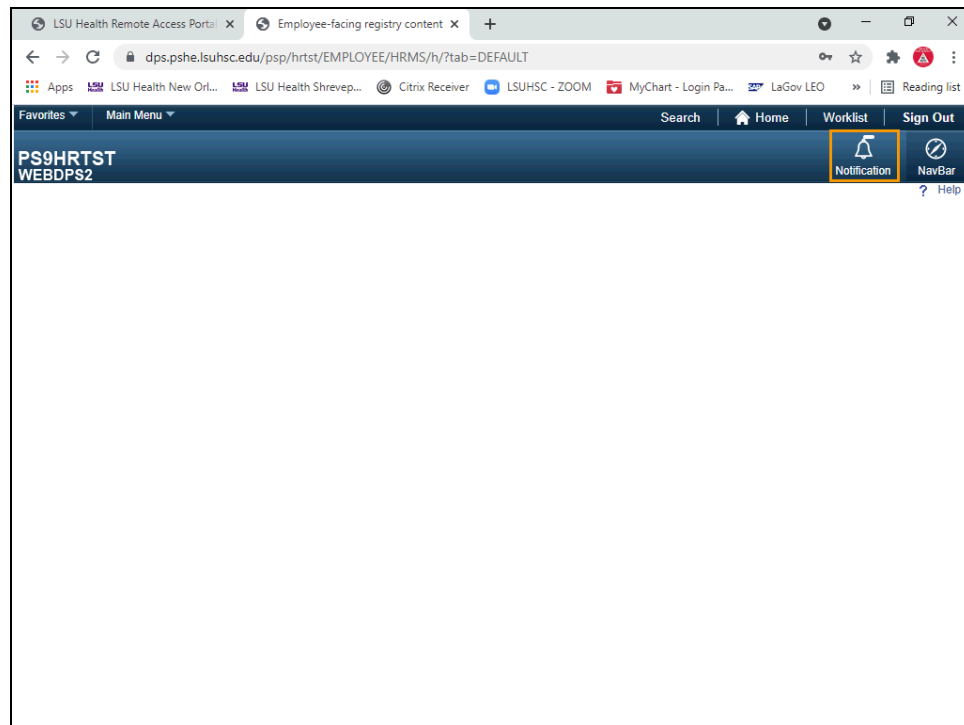
Step	Action
20.	Click the Submit button. 
21.	A message displays reminding managers that a request should only be created on an employee's behalf in very specific circumstances. Click the Yes button. 
22.	A message displays confirming the request has been submitted.
23.	You will receive an email approval request once the absence request is submitted. You must still approve the absence request.
24.	This completes <i>Create an Absence Request for an Employee</i> . End of Procedure.


Manage Multiple Absence Requests for the Same Day

Procedure

In this topic you will learn how to **Manage Multiple Absence Requests for the Same Day**.

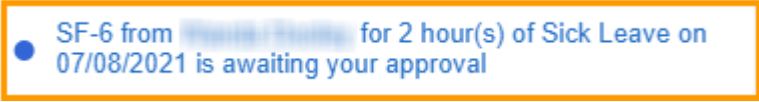




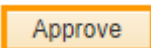
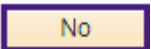
Step	Action
1.	<p>Absence Scenario</p> <p>In this example, an employee has submitted two absence requests for the same day. The first request is for annual leave on July 8, 2021 from 2:30 PM - 4:30 PM. The second request is for annual leave on July 8, 2021 from 9:00 AM - 10:30 AM.</p>

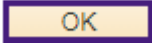


Step	Action
2.	<p>Click the Notification link.</p> 

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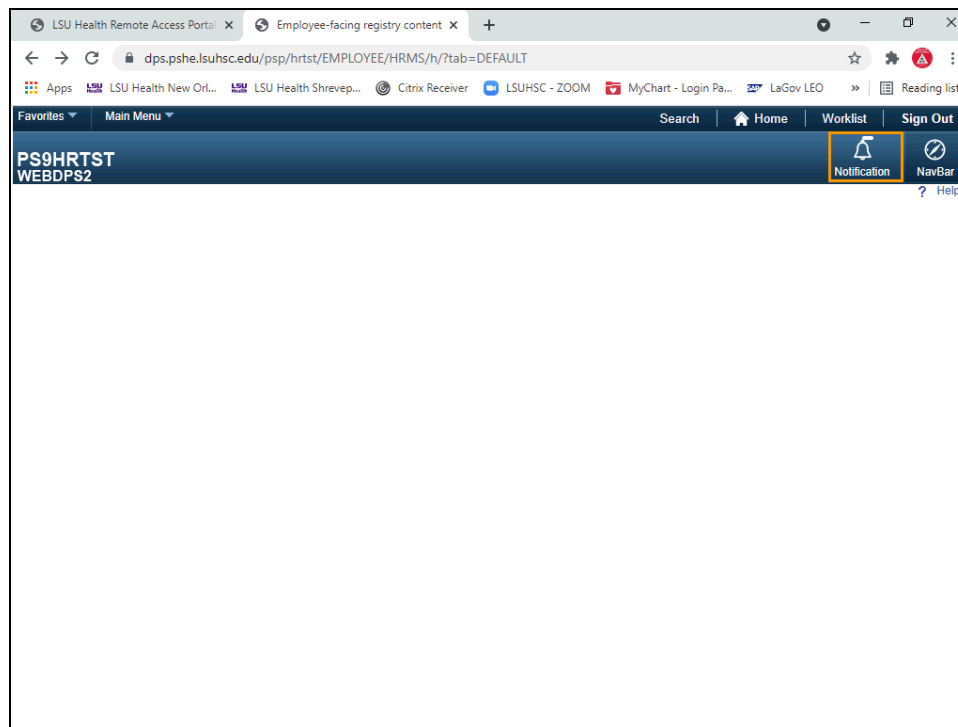
Step	Action
3.	<p>A list of Action items displays with the most recent appearing first.</p> <p>Click the SF-6 2 hours Sick Leave 07/08/2021 link.</p> 
4.	<p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p> 
5.	<p>Click the Approve button.</p> 
6.	<p>Repeat steps 2 - 5 to approve the other request for 07/8/2021.</p> <p>Click the Notification link.</p> 
7.	<p>NOTE: The previously approved request has been removed from the Action list.</p> <p>Click the SF-6 1.5 hours Sick Leave 07/8/2021 link.</p> 
8.	<p>The second Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p>
9.	<p>Click the Approve button.</p> 
10.	<p>After clicking the Approve button, a warning message displays. You should not approve the request without first speaking with the employee to verify the information is correct.</p> <p><u>NOTE: If the first request has not completed the approval process, the warning message will not display.</u></p> <p>Click the No button.</p> 




Step	Action
11.	A confirmation message stating the approval process has been stopped displays. Click the OK button. 
12.	This completes <i>Manage Multiple Absence Requests for the Same Day</i> . End of Procedure.

Deny an Absence Request

Procedure

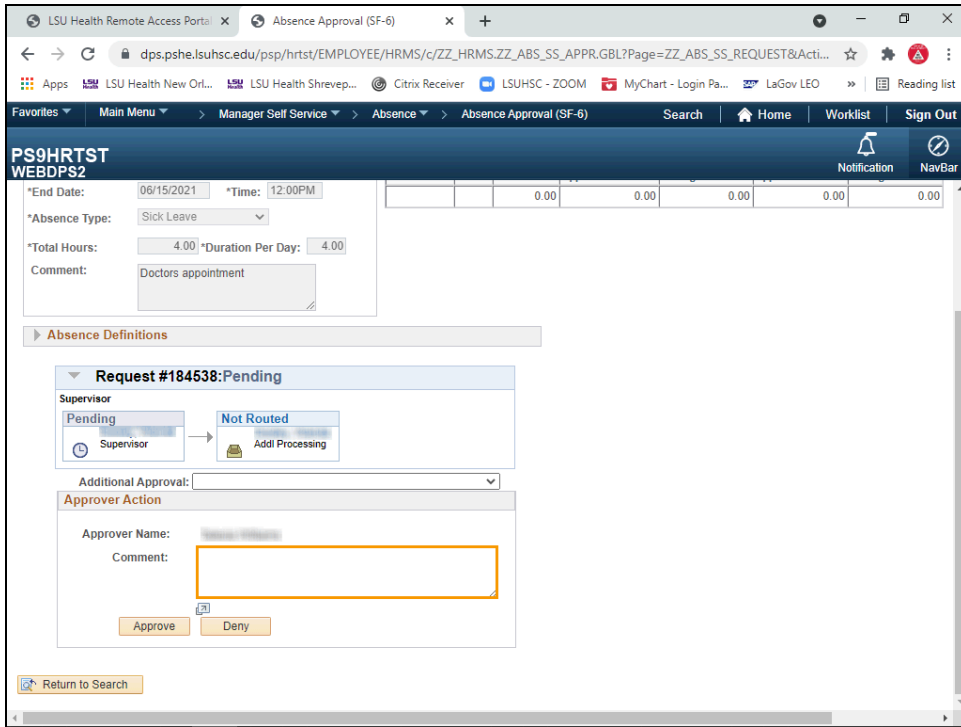
In this topic you will learn how to **Deny an Absence Request**.



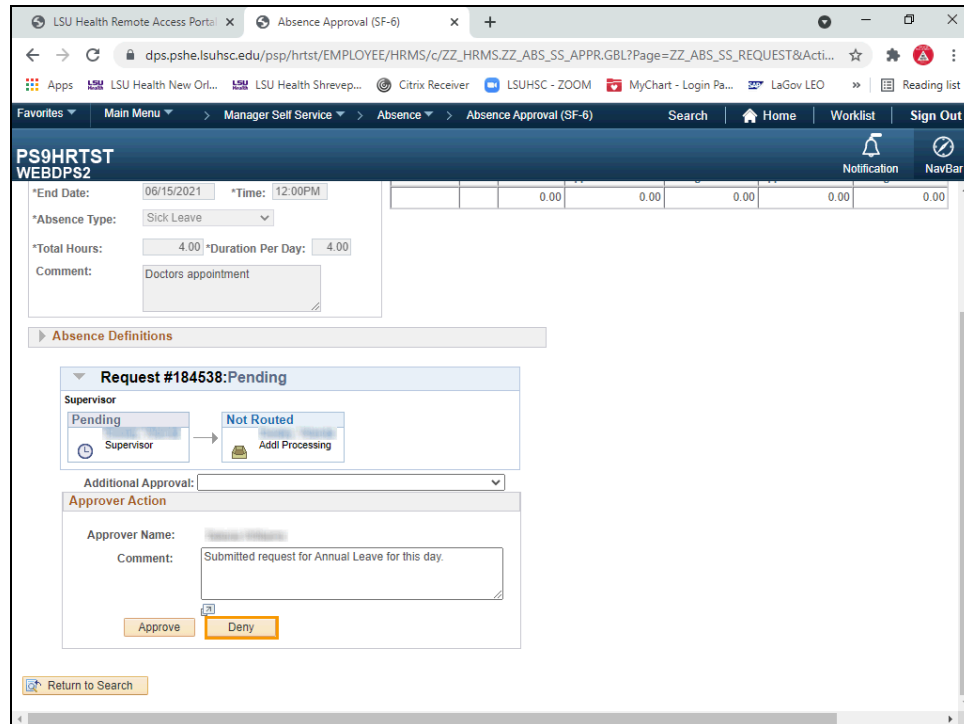
Step	Action
1.	Click the Notification link. 
2.	A list of Action items displays with the most recent appearing first. Click the SF-6 Sick Leave 6/15/2021 link. 
3.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar. 


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Step	Action
4.	<p>A brief comment should be entered into the Comment field explaining the reason for the denial.</p> <p>Enter the desired information into the Comment field. Enter "Submitted request for Annual Leave for this day".</p>



Step	Action
5.	Click the Deny button. 
6.	A confirmation message will display showing the absence has been denied.
7.	The system will automatically send an email to the manager and employee that the request has been denied. <i>NOTE: Click the link provided to view the original transaction.</i>
8.	This completes Deny an Absence Request . End of Procedure.

Delegate Absence Approval

Occasionally managers may need to delegate their approval for absence requests. These situations should be rare and infrequent, and used only when the manager is not able to approve the requests within the designated payroll cycle. For example, the manager may be on vacation, FMLA, or travelling on business for an extended period of time. ***The delegation approval feature should not be used by managers as a means to delegate this work responsibility on a regular basis.***

Procedure

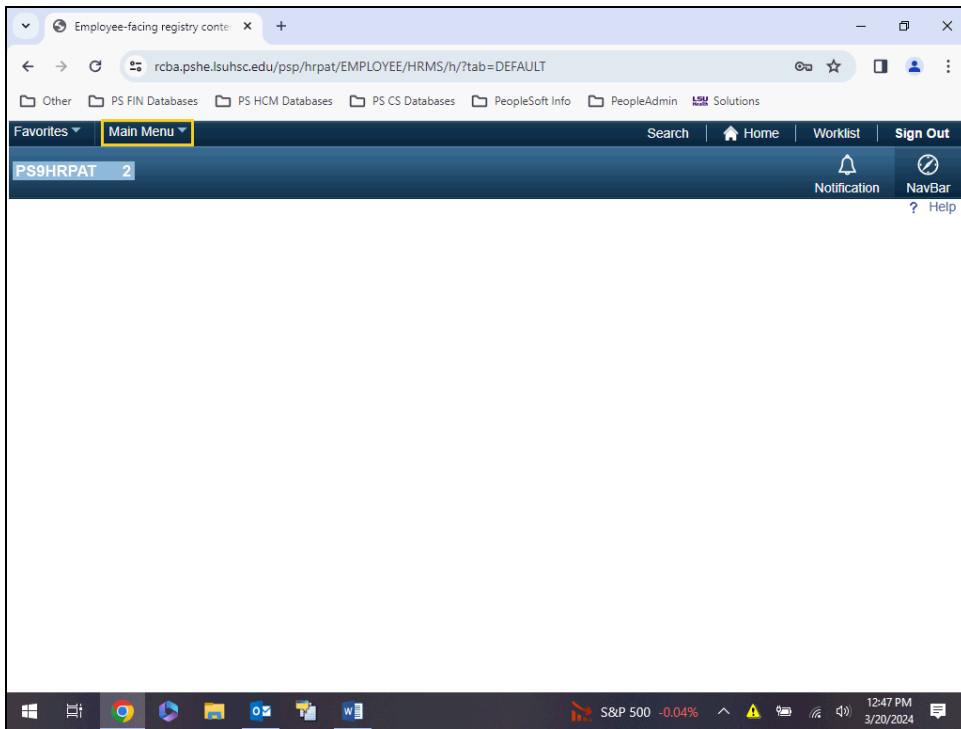
In this topic you will learn how to **Delegate Absence Approval**.




NOTE: You will complete all outstanding absence requests that currently require approval prior to delegating authority. Once the proxy accepts the absence delegation request, all outstanding absence requests awaiting your approval will be transferred to the proxy.

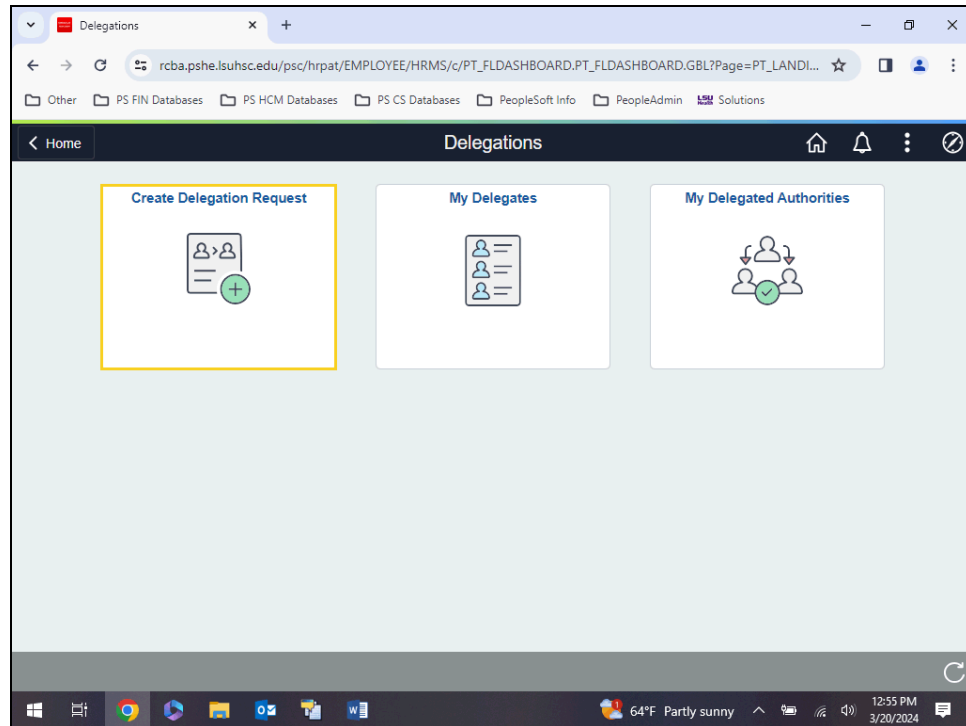
Step	Action
1.	<i>NOTE: The delegation feature can only be used to delegate authority to an individual with supervisory authority over the employee (such as the supervisor's supervisor). Delegation to a non-supervisory role is <u>not</u> allowed.</i>

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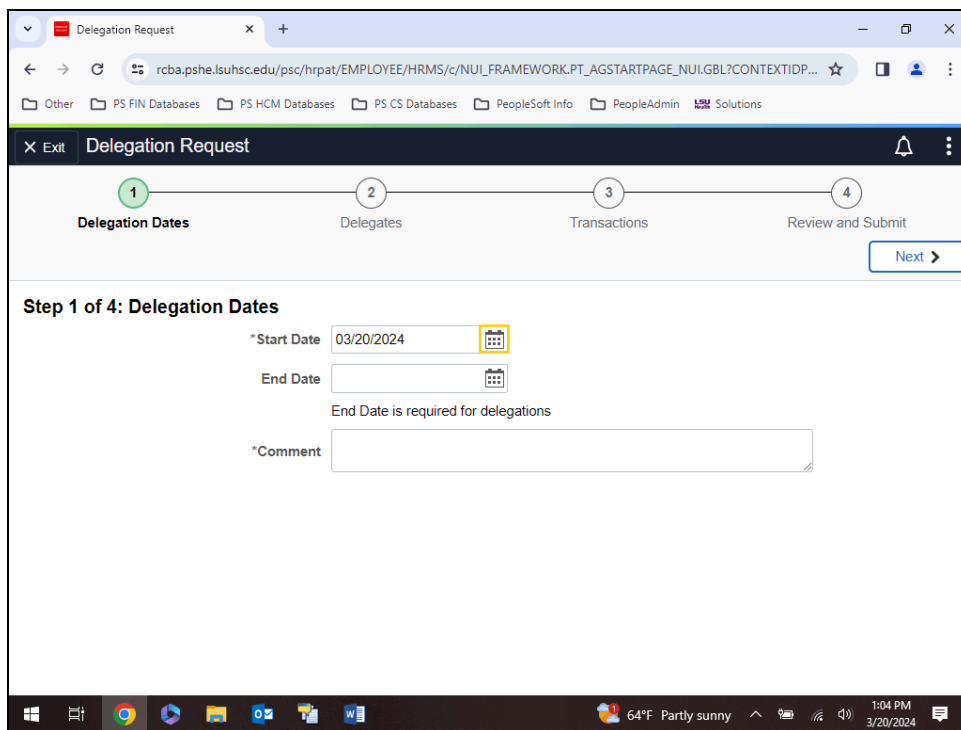
Step	Action
2.	Click the Main Menu link. 
3.	Click the Self Service link. 
4.	Click the Manage Delegation link. 








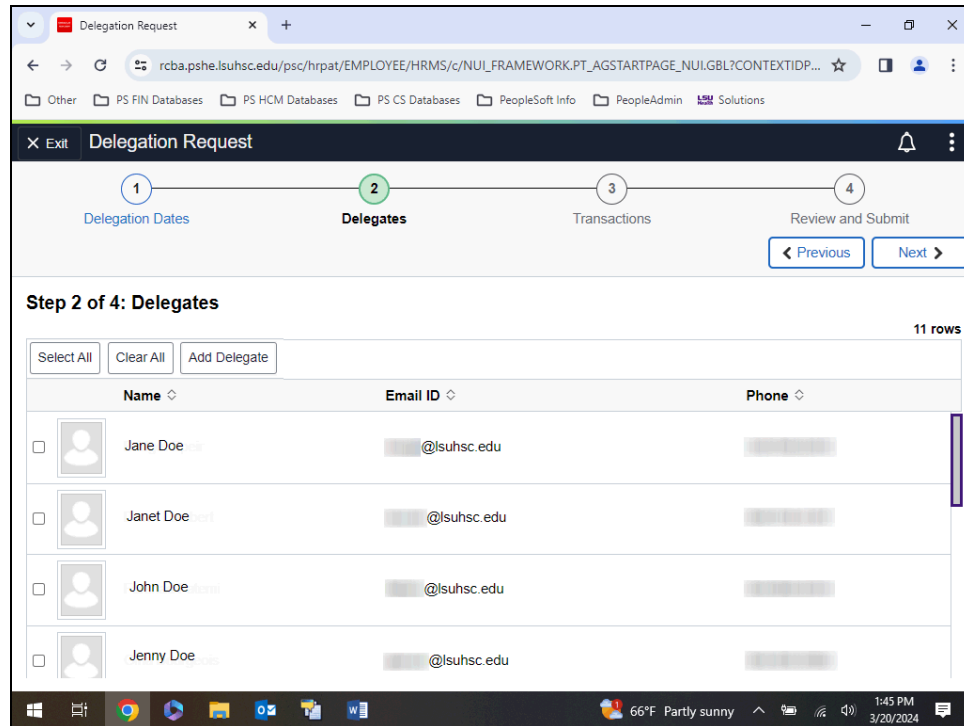
Step	Action
5.	Click the Create Delegation Request link.

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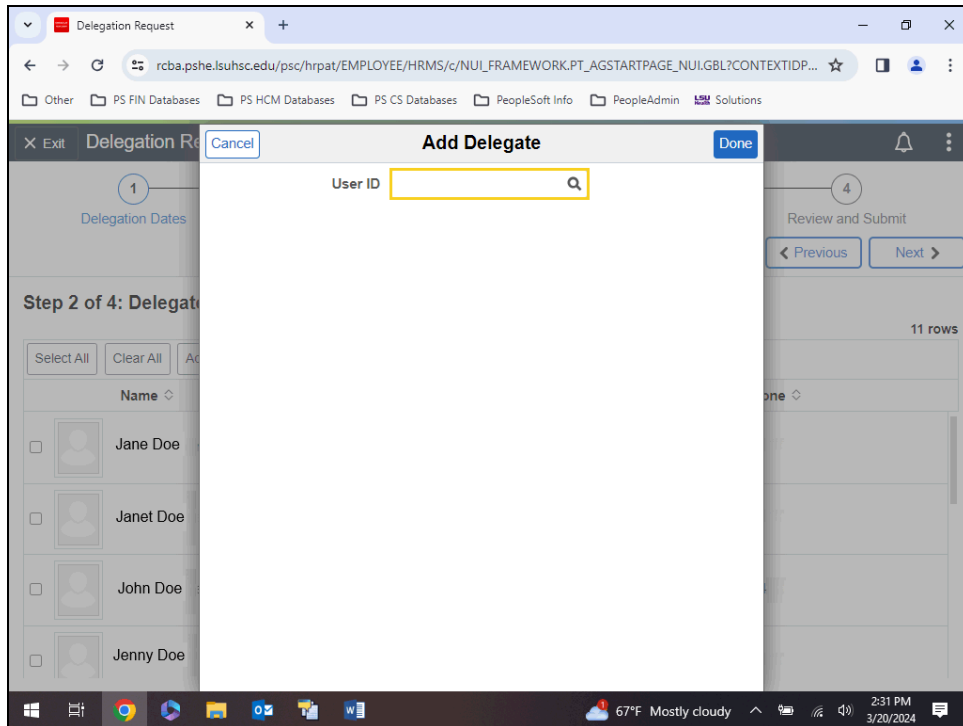
Step	Action
6.	Click the *Start Date Calendar button. 
7.	Click the 22nd button. 
8.	Click the End Date Calendar button. <i>NOTE: End Date is required. A delegation may not exceed 30 days for LSUNO.</i> 
9.	Click the 26th button. 
10.	Enter the desired information into the *Comment field. Enter " Delegation for overtime approval ".
11.	Click the Next button. 

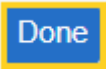


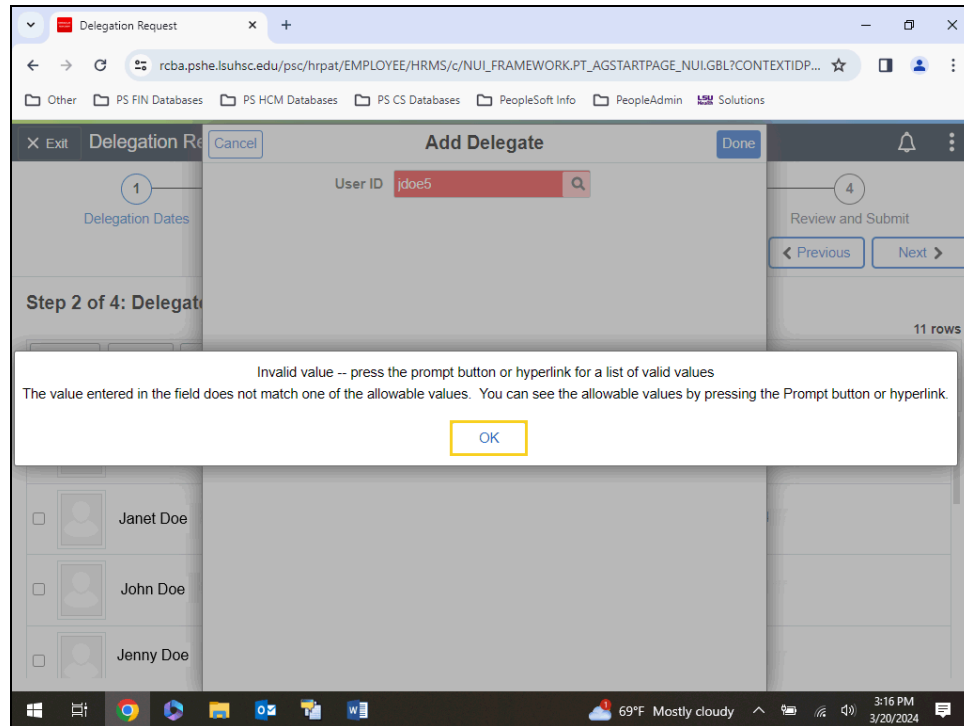
Step	Action
12.	<i>NOTE: The Search option will only return a list of those employees designated as Supervisors or Ad Hoc Supervisors. You cannot delegate absence request approval authority to non-supervisory employees.</i>
13.	<p>A list of delegate options displays. An additional delegate can be added to your list if desired. However, the delegate must be at your same level or higher. <i>You cannot delegate to a subordinate.</i></p> <p><i>NOTE: You can scroll down to view additional delegation options.</i></p> <p>Click the Add Delegate button.</p> <div style="border: 2px solid yellow; padding: 5px; display: inline-block;">Add Delegate</div>

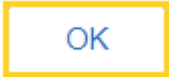
Training Guide

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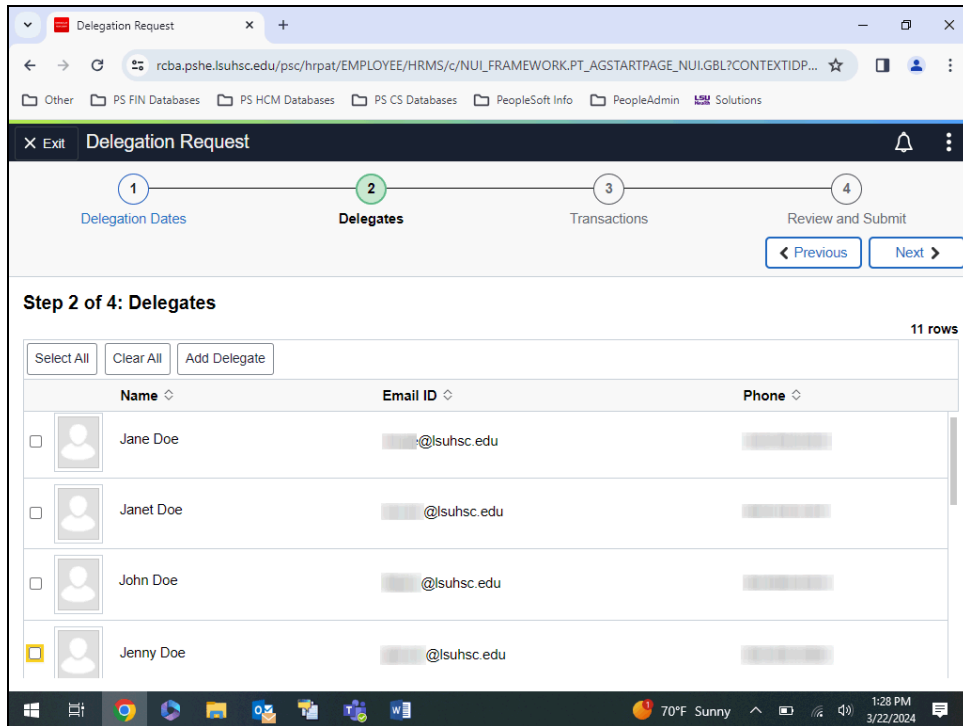
Step	Action
14.	<p>Enter the User ID or search for it using the Look up User ID magnifying glass.</p> <p><i>NOTE: If you click on the Look up User ID magnifying glass, a list of additional approved delegates displays.</i></p> <p>Enter the desired information into the User ID field. Enter "jdoe5".</p>
15.	<p>Click the Done button.</p> 


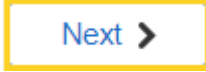


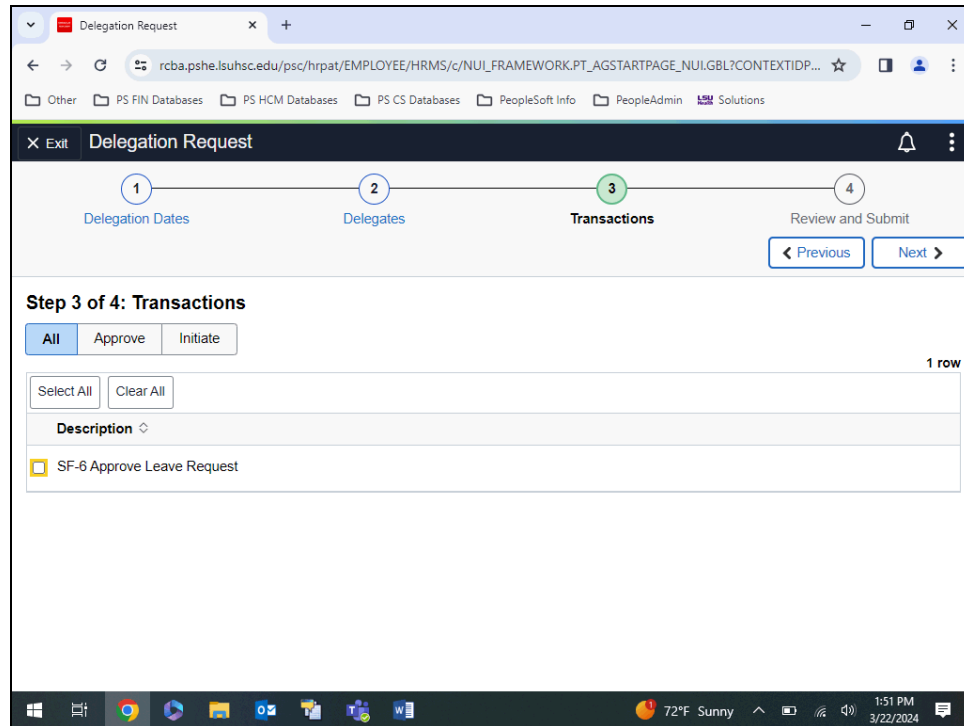
Step	Action
16.	<p>A message displays stating this person is not allowed as a delegate for you.</p> <p>Click the OK button.</p> 

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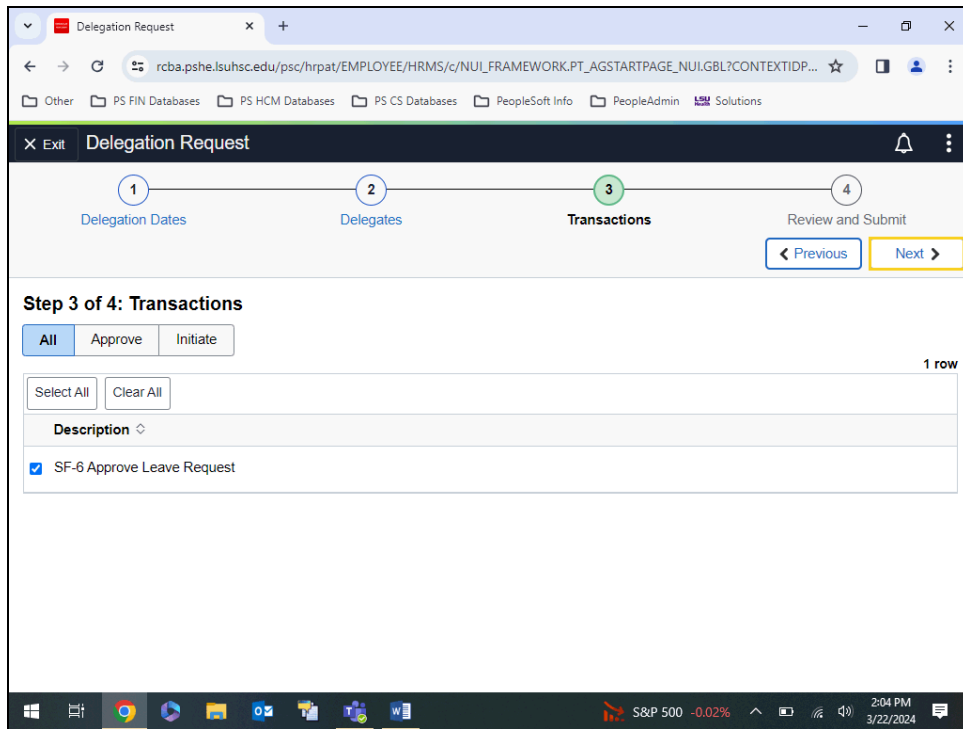
Step	Action
17.	<p>Select a delegate from the original list simply by clicking on the box to the left of the name.</p> <p>Click the Jenny Doe option.</p> 
18.	<p>Click the Next button.</p> 




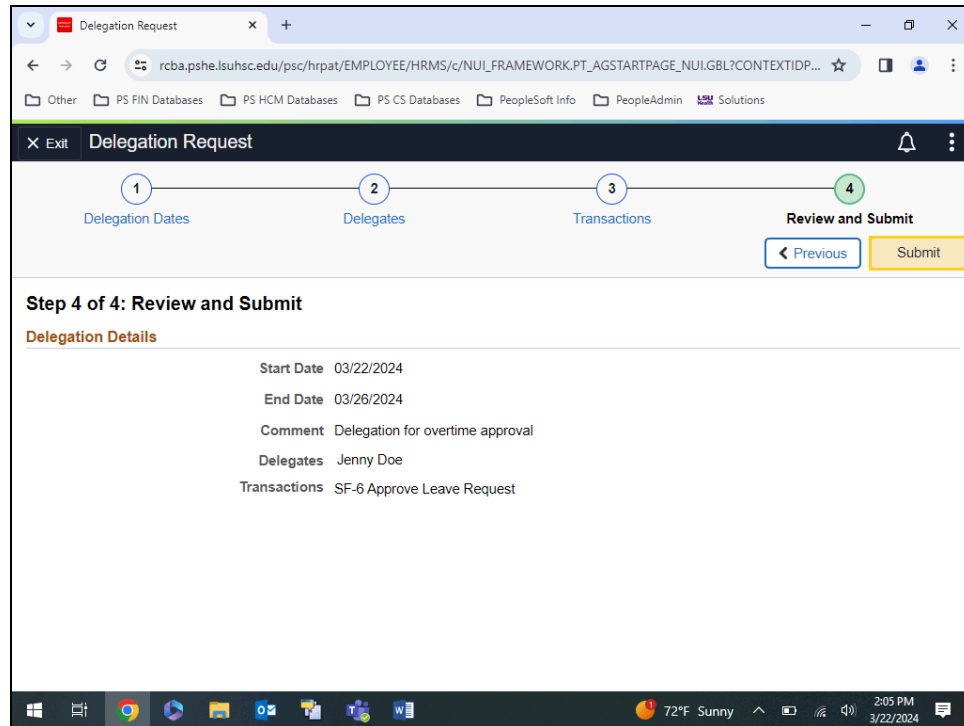
Step	Action
19.	Click the SF-6 Approve Leave Request option. 

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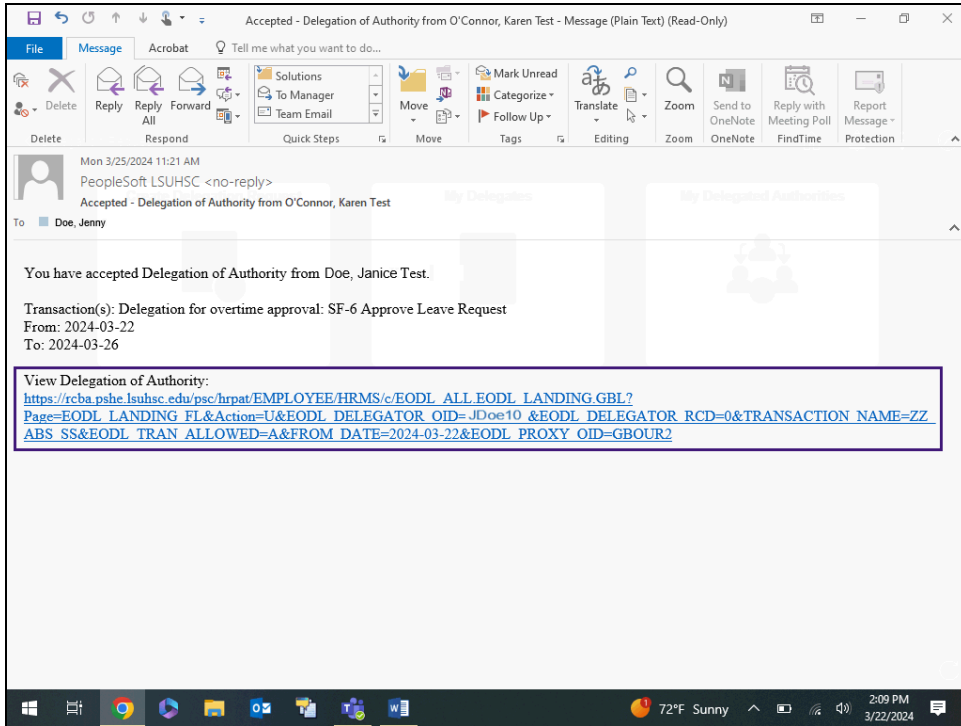
Step	Action
20.	Click the Next button. 



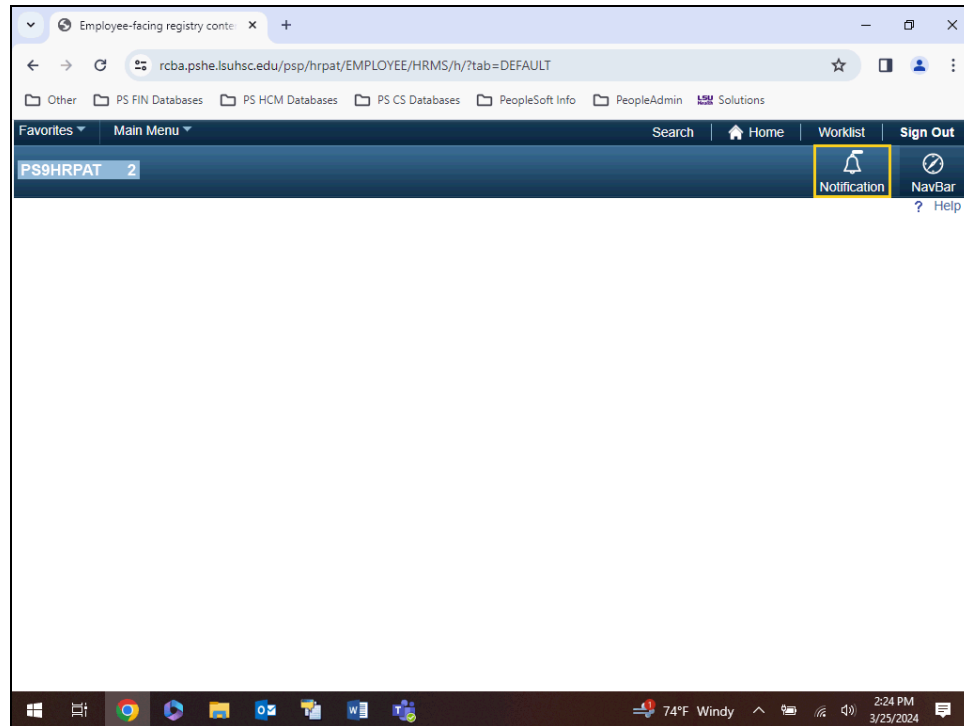
Step	Action
21.	<p>Review the delegation information for correctness. If correct, click Submit. If incorrect, click the previous button to return to the page requiring a change.</p> <p>Click the Submit button.</p> <div style="border: 1px solid black; background-color: #fff9c4; padding: 5px; display: inline-block; margin: 10px 0;">Submit</div>
22.	You are returned to the Delegation Request page.


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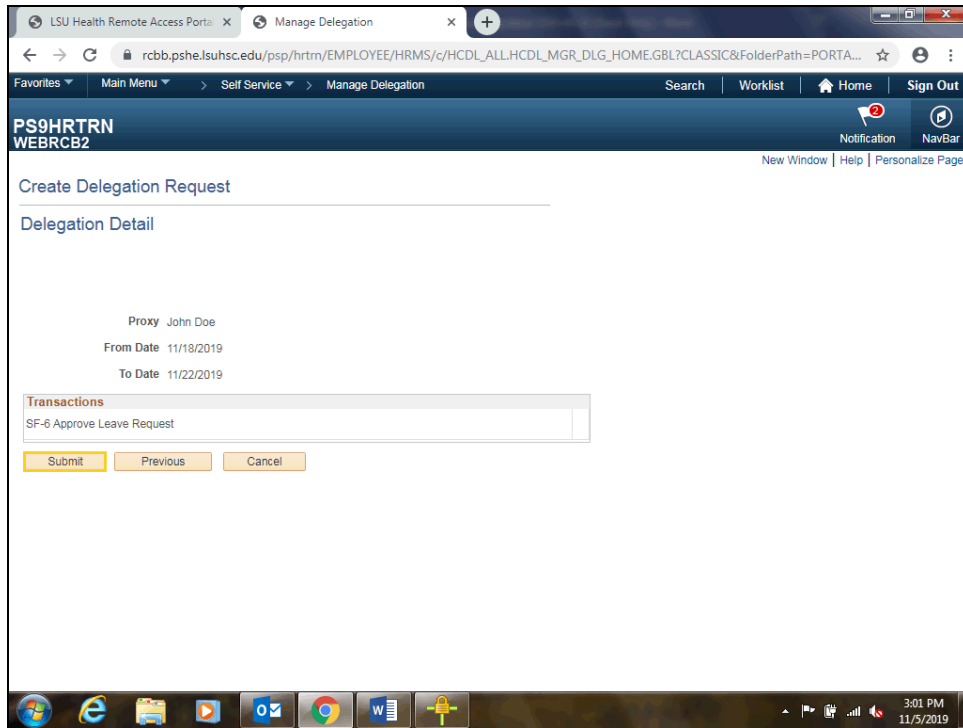
Step	Action
23.	<p>The Proxy (Delegate) will receive an email so that the Delegation of Authority can be accepted. You will click the hyperlink to take you to the appropriate page in PeopleSoft.</p> <p><i>NOTE: If you are not logged into PeopleSoft, you will need to log in the system.</i></p>

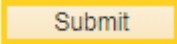


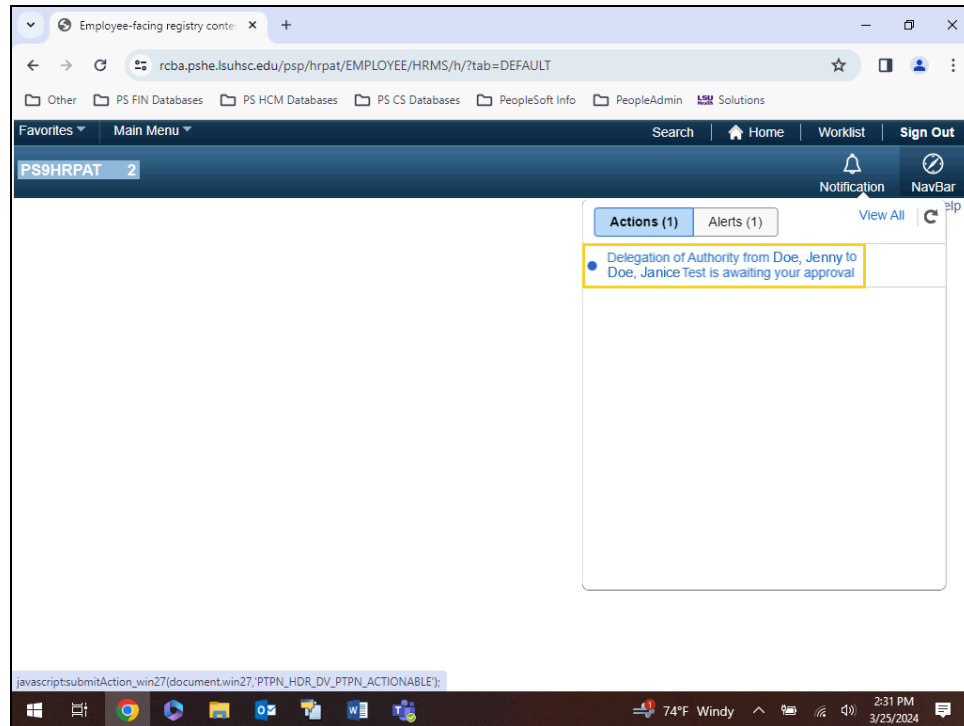
Step	Action
24.	<p>When you enter the database, if the Notification bell has a bar across the top of it, that indicates there are Actions/Alerts that require attention.</p> <p>Click the Notification button.</p> 

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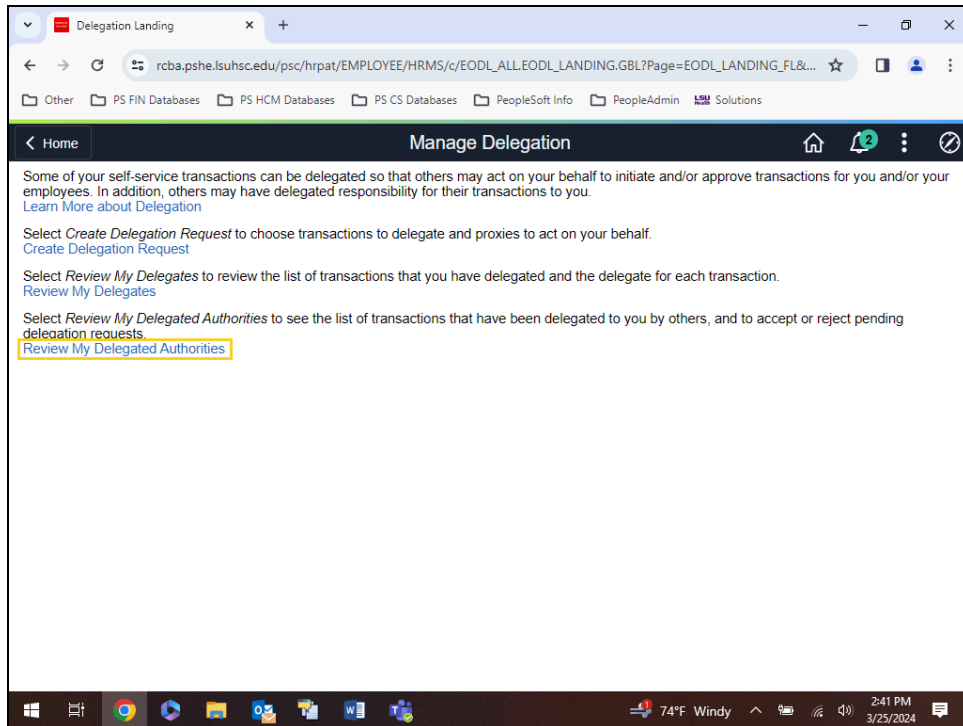
Step	Action
25.	Click the Submit button. 



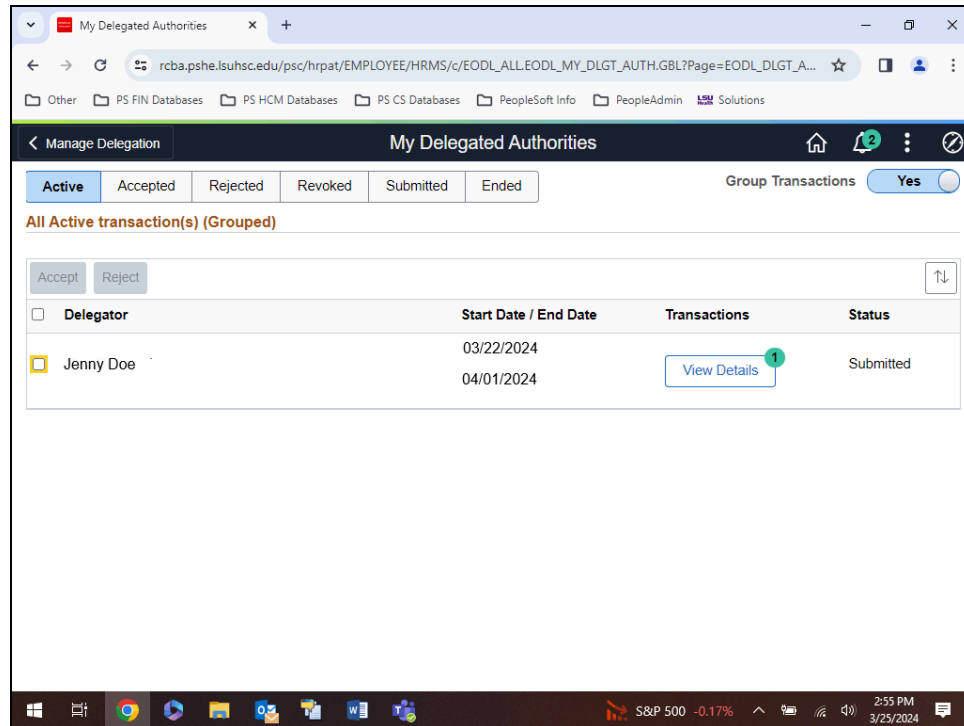
Step	Action
26.	Click the Delegation of Authority link. <div style="border: 2px solid yellow; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> Delegation of Authority from Doe, Jenny to Doe, Janice Test is awaiting your approval </div>




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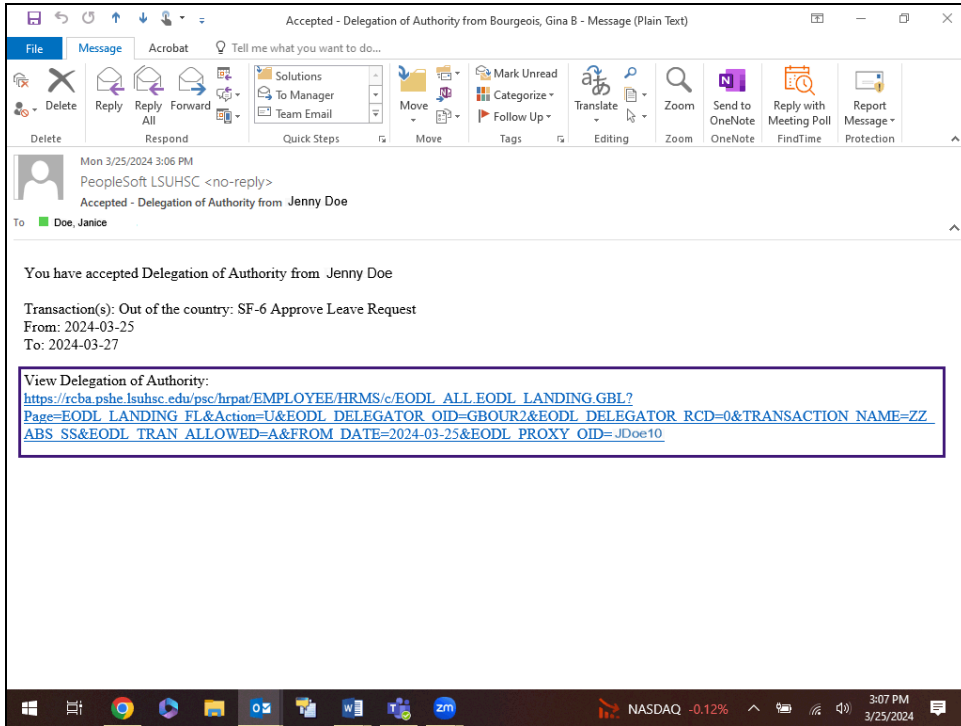
Step	Action
27.	<p>The Manage Delegation message displays. From here you will select which option to select to complete the Delegation process.</p> <p>Click the Review My Delegated Authorities link.</p> <p>Review My Delegated Authorities</p>



Step	Action
28.	Click the Delegator option. 
29.	Click the Accept button. 
30.	A confirmation message displays asking if you wish to accept the delegation. Click the Accept button. 

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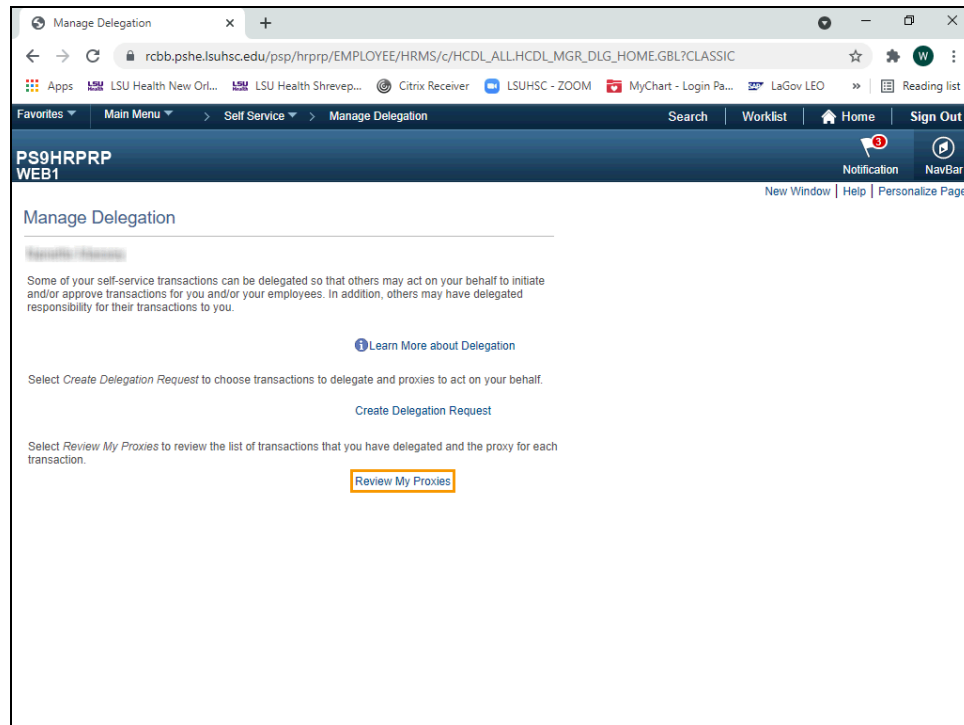






Step	Action
31.	The system will automatically send an email to the requester and delegate. The delegate will click on the link provided to view the accepted delegation.
32.	This completes <i>Delegate Absence Approval</i> . End of Procedure.

Review and Revoke a Proxy

Procedure

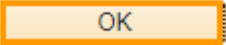
In this topic you will learn how to **Review and Revoke a Delegation Proxy**.



Step	Action
1.	Click the Review My Proxies link. 
2.	A list of delegation proxies displays.
3.	Revoke a Delegation Proxy Select the Transaction you wish to revoke. Click the SF-6 Approve Leave Request button. <i>NOTE: Revoking proxy delegation is only necessary if you wish to stop the delegation prior to the scheduled "End Date".</i> 
4.	Click the Revoke button. 
5.	Click the Yes - Continue button. 

Training Guide

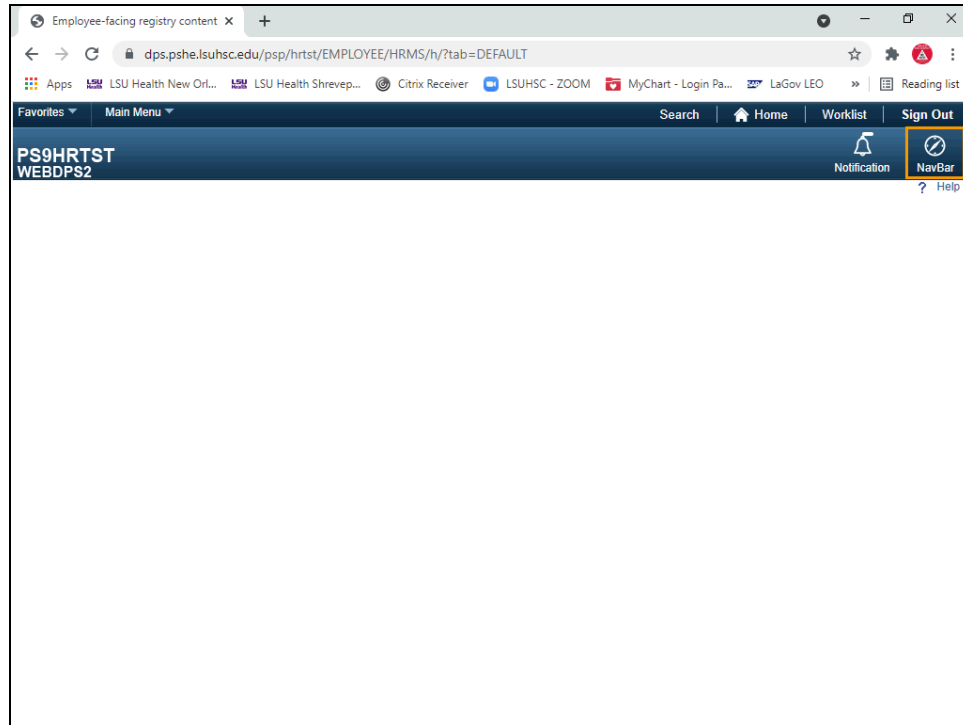
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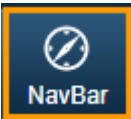
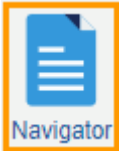


Step	Action
6.	<p>A confirmation message displays stating delegation has been revoked.</p> <p>Click the OK button.</p> 
7.	<p>The system will automatically send a confirmation email to both parties stating that delegation has been revoked.</p> <p><i>NOTE: Click the link provided to view the original transaction.</i></p>
8.	<p>This completes <i>Review and Revoke a Delegation Proxy.</i></p> <p>End of Procedure.</p>

View Approved Absence Requests

Procedure

In this topic you will learn how to **View Approved Absence Requests**.

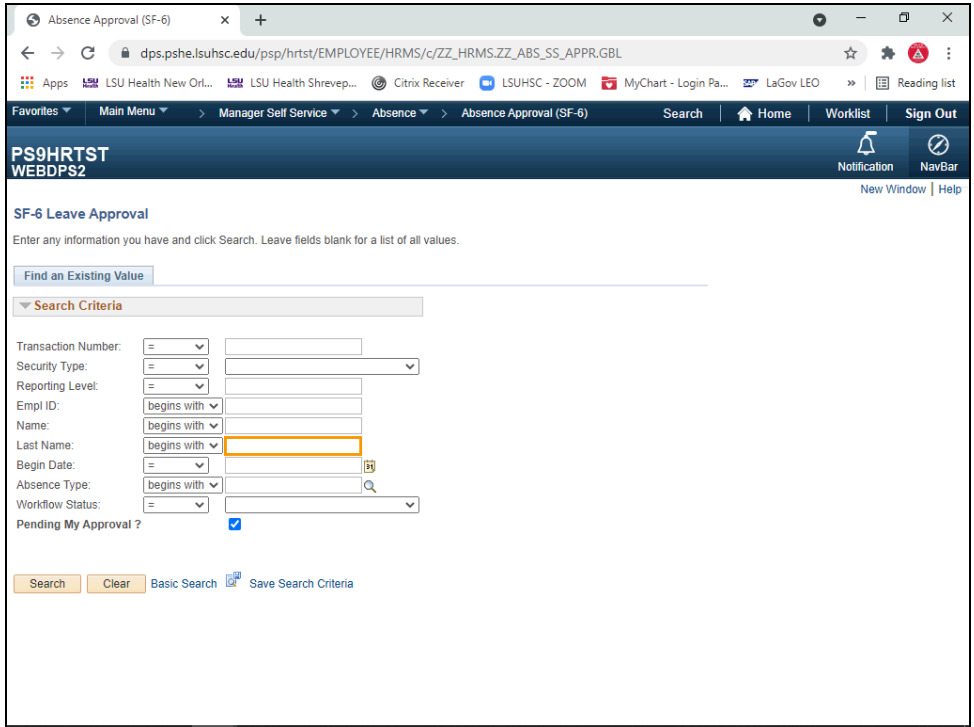


Step	Action
1.	Click the NavBar link. 
2.	Click the Navigator link. 
3.	Click the Manager Self Service link. 
4.	Click the Absence link. 

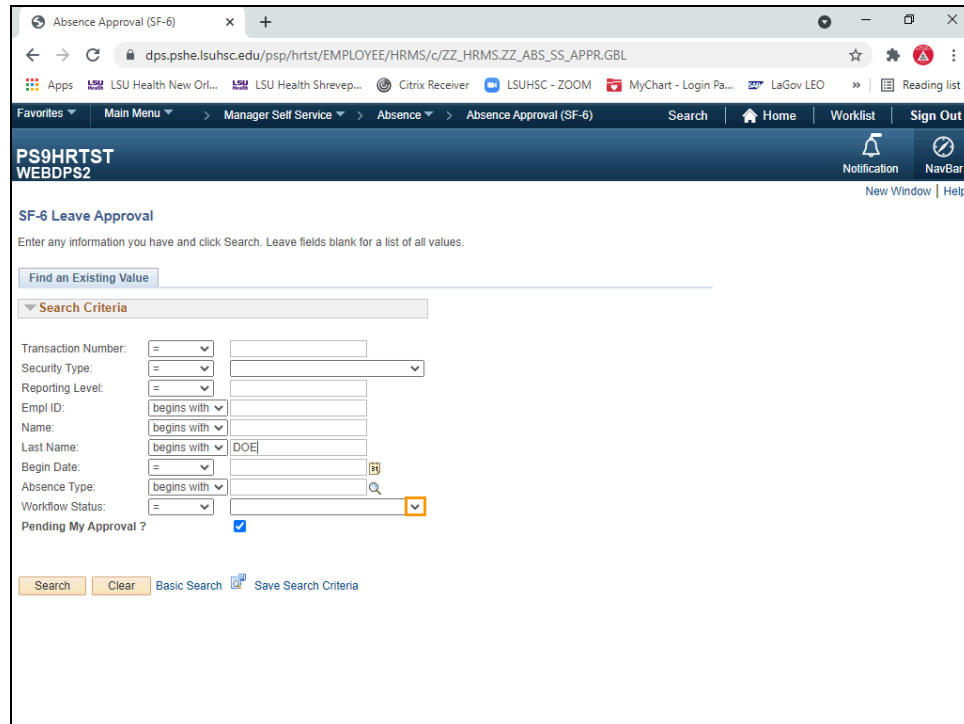
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Step	Action
5.	Click the Absence Approval (SF-6) link. <div style="border: 2px solid orange; padding: 2px; display: inline-block;">Absence Approval (SF-6)</div>



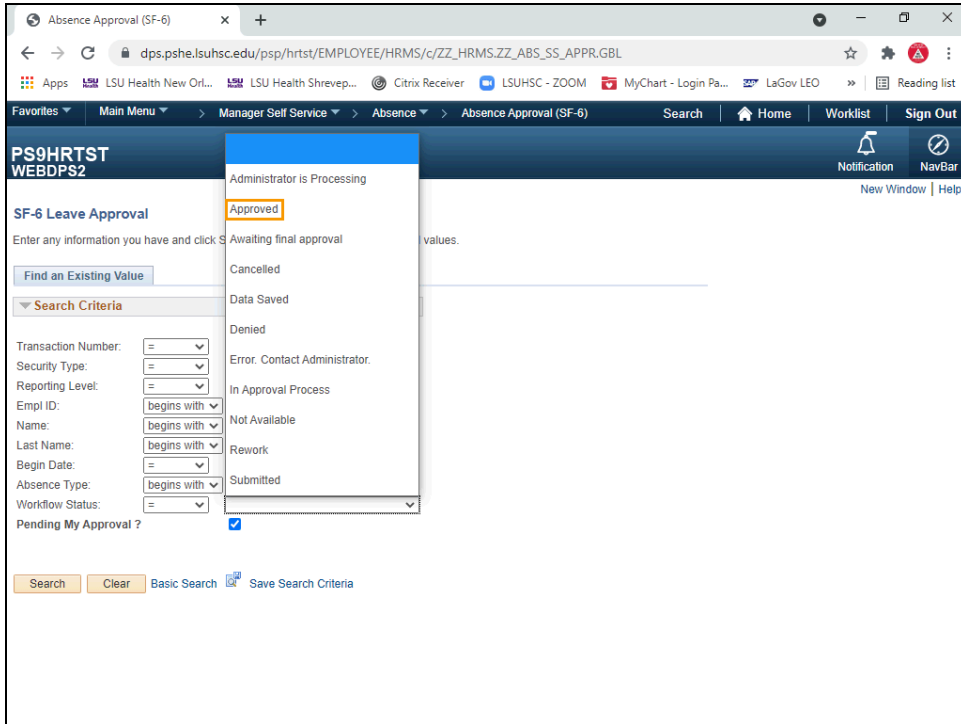
Step	Action
6.	Enter the desired information into the Last Name field. Enter " DOE ".




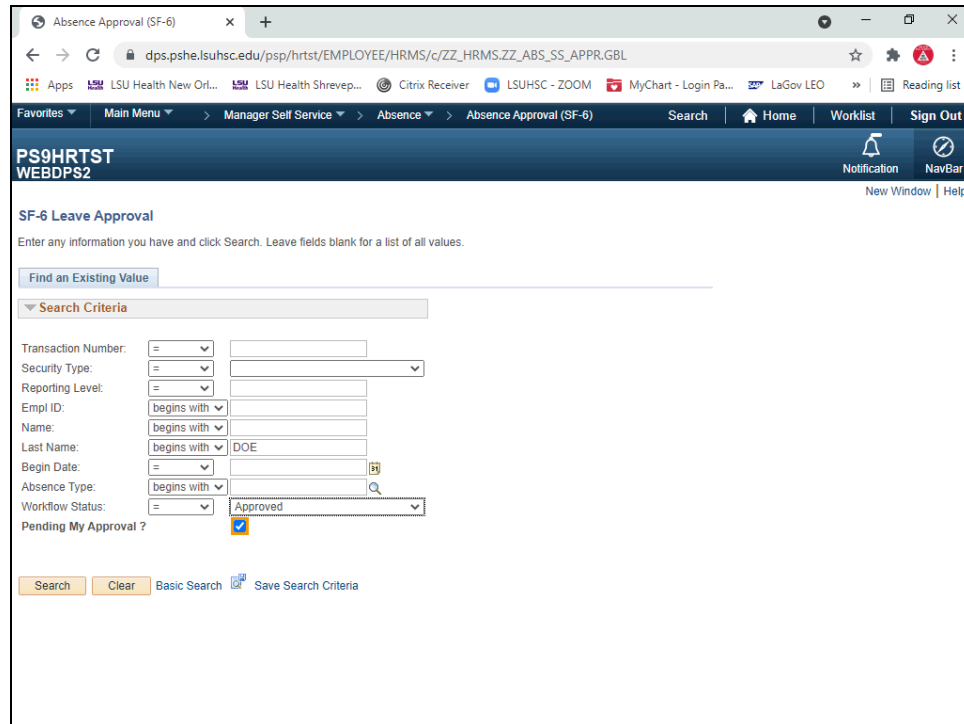
Step	Action
7.	Click the button to the right of the Workflow Status field. 


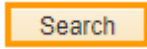




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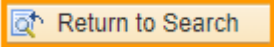
Step	Action
8.	Click the Approved list item. 



Step	Action
9.	<p>Uncheck the Pending My Approval option.</p> <p><i>NOTE: If the "Pending My Approval" box is checked; you will receive a "No Matching Values Found" message after clicking the Search button. The Pending My Approval box <u>must</u> be <u>unchecked</u> to retrieve results.</i></p> 
10.	<p>Click the Search button.</p> 
11.	<p>Click the Transaction Number 182162 link.</p> 
12.	<p>Click the Down button of the scrollbar.</p> 
13.	<p>Click the Next in List button.</p> 
14.	<p>Click the Down button of the scrollbar.</p> 

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Step	Action
15.	<p>The absence request displays. Use the Next in List option to view additional requests. Click the Return to Search to search for other employees' absence request information.</p> <p>Click the Return to Search button.</p>  A rectangular button with a blue border and a magnifying glass icon on the left, followed by the text "Return to Search".
16.	<p>This completes <i>View Approved Absence Requests</i>. End of Procedure.</p>