



SF-6 Manager Absence Requests

Version Date: November 11, 2019

Training Guide

SF-6 Manager Absence Requests

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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 Leave Approval (SF-6) page.

All three options will be demonstrated in this module.

Access and Approve Absence Requests via Email Link

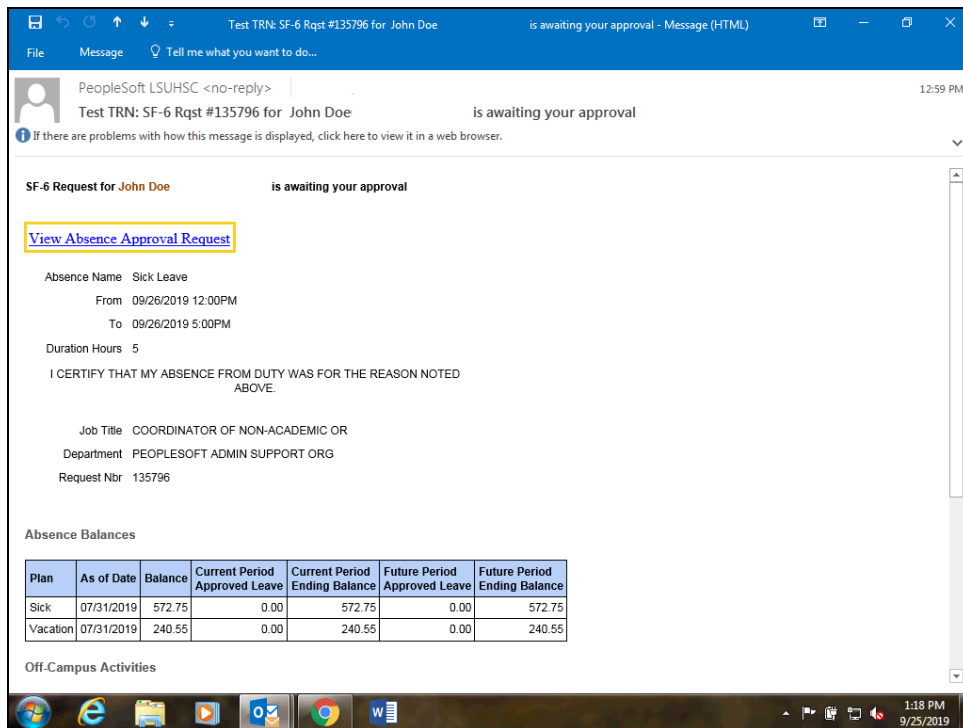
Procedure

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 a 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. <div> View Absence Approval Request </div>

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Oracle PeopleSoft Sign-in

rcbb.pshe.lsuhs.edu/psp/hrtrn/EMPLOYEE/HRMS/c/ZZ_HRMS.ZZ_ABS_SS_APPR.GBL?Page=ZZ_ABS_SS_REQUEST&Action...

LSU Health

PeopleSoft HRSA - PS9HRTRN 1

User ID

Password

Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are using and may be viewed by others who may also use this computer. **We recommend against using public or shared computers to access PeopleSoft.** To protect the security of this information, delete your Internet cache prior to closing the browser windows at the end of your session.

Sign In

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

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Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____ Empl Rcd: 0

Details

*Start Date: 09/26/2019 *Time: 12:00PM
*End Date: 09/26/2019 *Time: 5:00PM
*Absence Type: Sick Leave
*Total Hours: 5.00 *Duration Per Day: 5.00
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	07/31/2019	572.75	0.00	572.75	0.00	572.75
Vacation	07/31/2019	240.55	0.00	240.55	0.00	240.55

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Absence Definitions

Request #135796: Pending


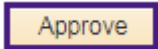
Supervisor: Pending
Supervisor: Pending
Supervisor: Pending

Not Routed
Add Processing

Additional Approval: _____

Approver Action

Approver Name: John Doe
Comment: _____

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>

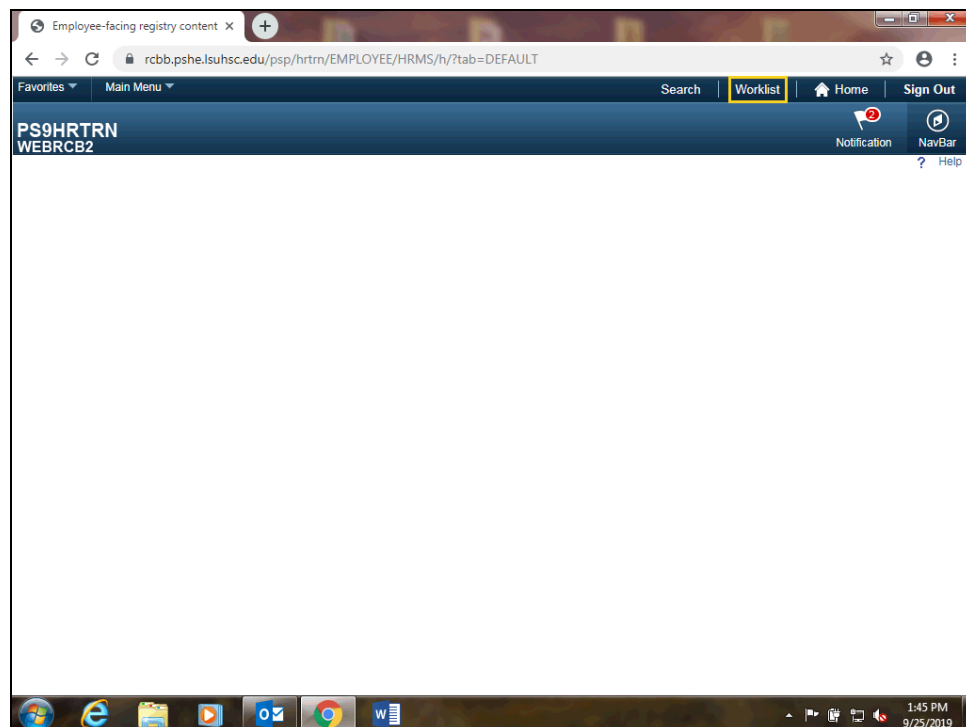
Access and Approve Absence Requests via the Worklist Procedure

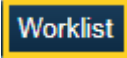
In this topic you will learn how to **Access and Approve Absence Requests via the Worklist**.

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SF-6 Manager Absence Requests

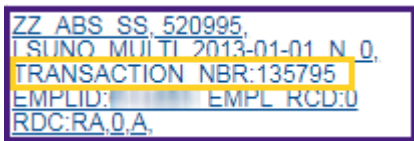

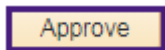
Step	Action
1.	After logging into PeopleSoft, you will click on the Worklist link located in the top right corner. You can also get the Worklist through the Main Menu page, or through your Favorites. If you prefer to approve transactions using the Worklist, it is recommended you add a link to your Favorites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



Step	Action
2.	Click the Worklist link. 
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>

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Step	Action
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: 135795 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 Flag

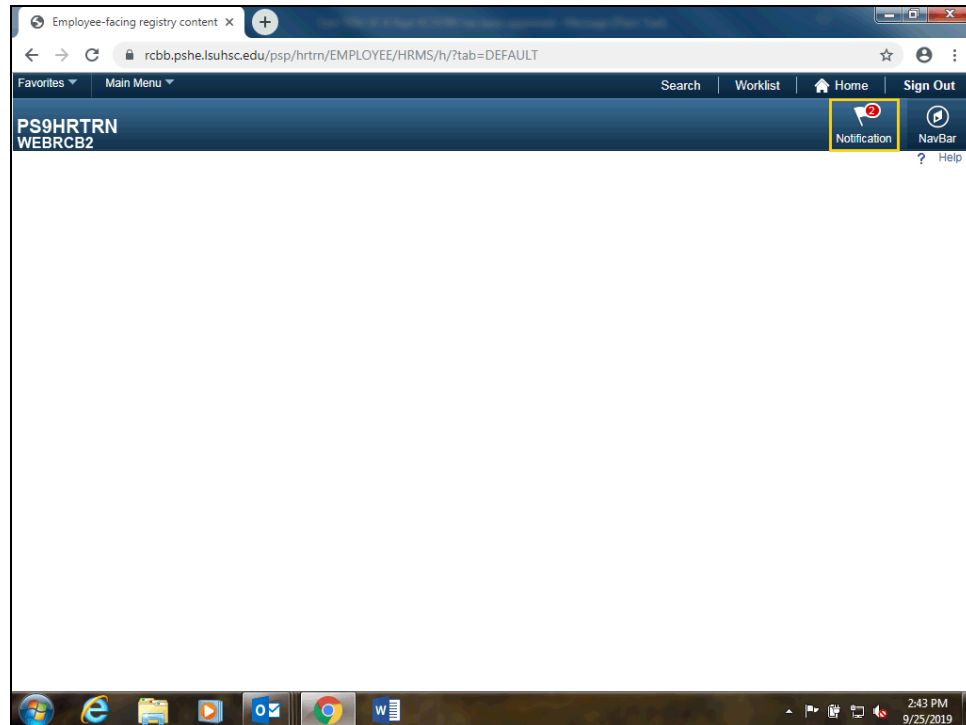
Procedure


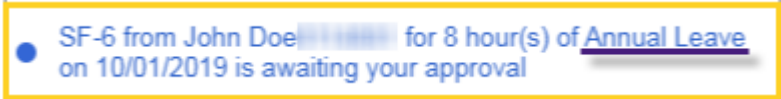
In this topic you will learn how to **Access and Approve Absence Requests via the Notification Flag**.

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SF-6 Manager Absence Requests


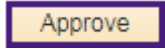
Step	Action
1.	The Notification flag displays a number count in the banner to notify users of any new Actions requiring attention, such as Absence Approval Requests.



Step	Action
2.	<p>In this example, a two (2) displays in the banner indicating there are two actions requiring attention.</p> <p>Click the Notification button.</p> 
3.	<p>The most recent transaction will display first in the list.</p> <p>Click the SF-6 Annual Leave link.</p> 

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SF-6 Manager Absence Requests

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 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 Access and Approve Absence Requests via the Navigation Flag. End of Procedure.</p>

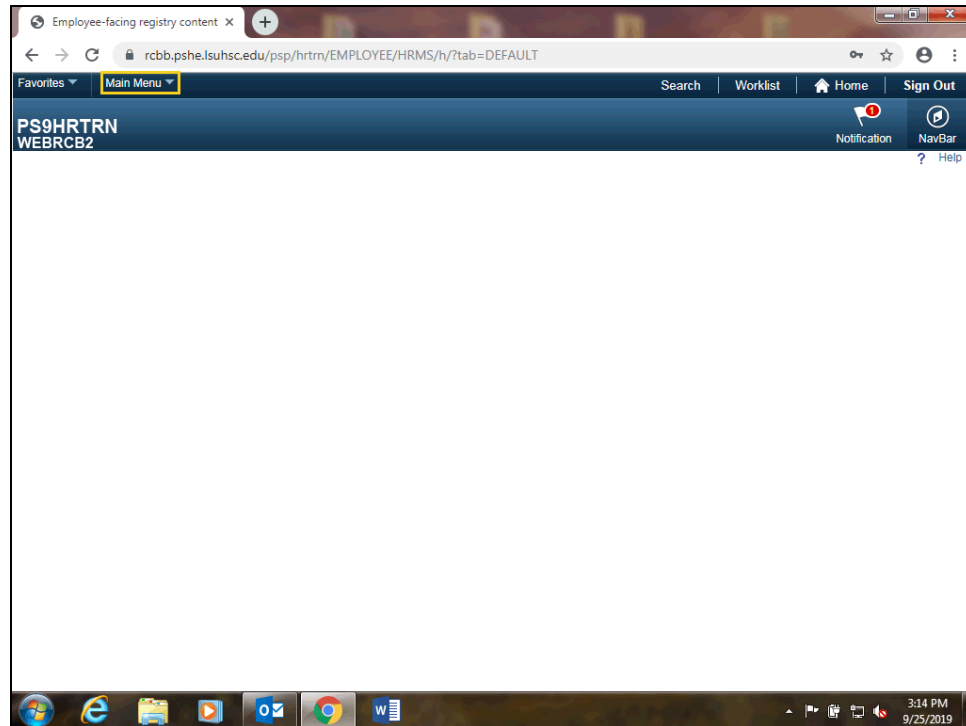
Access and Approve Absence Requests via the Absence Request (SF-6) Page





Procedure

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

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Step	Action
1.	Click the Main Menu link. 
2.	Click the Manager Self-Service link. 
3.	Click the Absence link. 
4.	Click the Absence Approval (SF-6) link. 

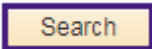


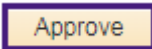
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SF-6 Manager Absence Requests

Step	Action
5.	<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>

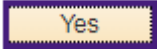
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Step	Action
6.	Click the Search button. 
7.	If more than one absence request is in the system, the various transactions will display at the bottom of the page. The most recent request will be listed first. Click the 135797 link. 
8.	In this example, the sick leave requested has been identified as FMLA. FMLA requests require approval from both you and Human Resources. The employee will receive a confirmation email once the request has been approved by both the Manager and Human Resources.
9.	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. 

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SF-6 Manager Absence Requests

Step	Action
11.	<p>A message displays reminding you of the two-tier approval process.</p> <p>Click the Yes button.</p> 
12.	<p>A message displays confirming approval of the absence request. FMLA requests must have HR approval as well, so the system will automatically route the absence request to the appropriate HR representative.</p>
13.	<p>The system will automatically send a confirmation email to you confirming the absence request has been approved by HR. 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>
14.	<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

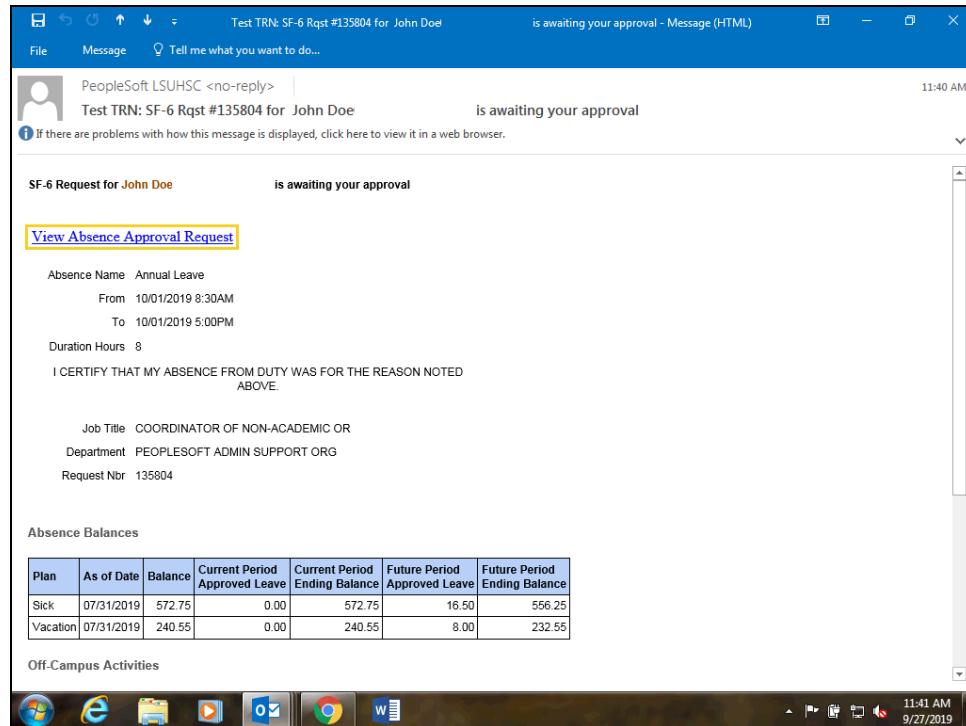
Procedure

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>Main Menu > 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.	Click the View Leave Approval Request link. View Absence Approval Request

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SF-6 Manager Absence Requests

PS9HRTN
WEBCB2

John Doe
Job Title: _____

Empl ID: _____
Empl Rcd: 0

Details

*Start Date: 10/01/2019 *Time: 8:30AM
*End Date: 10/01/2019 *Time: 5:00PM
*Absence Type: Annual Leave
*Total Hours: 8.00 *Duration Per Day: 8.00
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	07/31/2019	572.75	0.00	572.75	16.50	556.25
Vacation	07/31/2019	240.55	0.00	240.55	8.00	232.55

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Absence Definitions



Request #135804: Pending

Supervisor: Pending → Not Routed
Add Processing

Additional Approval: _____

Approver Action

Approver Name: John Doe
Comment: _____
Approve Deny

Step	Action
5.	<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> 
6.	<p>A list of additional approvers will display in the drop-down list.</p> <p>Click the Jumonville, Beth list item.</p> 

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PS9HRTRN
WEBRCB2

John Doe
Job Title: _____

Empl ID: _____
Empl Rcd: 0

Details

*Start Date: 10/01/2019 *Time: 8:30AM
*End Date: 10/01/2019 *Time: 5:00PM
*Absence Type: Annual Leave
*Total Hours: 8.00 *Duration Per Day: 8.00
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	07/31/2019	572.75	0.00	572.75	16.50	556.25
Vacation	07/31/2019	240.55	0.00	240.55	8.00	232.55

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Absence Definitions

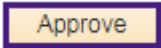
Request #135804: Pending

Supervisor: Pending → Not Routed
Add Processing

Additional Approval: Jumonville, Beth

Approver Action

Approver Name: John Doe
Comment: _____
Approve Deny

Step	Action
7.	Click the Approve button. 
8.	An approval confirmation will display, as well as routing information for secondary approval. <i>NOTE: An email will not be sent to either the requester or original approver when the secondary approver is added. The system will only send a confirmation email to the requester once the secondary approver has approved the request.</i>
9.	This completes Create a Secondary Absence Approval . End of Procedure.

Create an Absence Request for an Employee

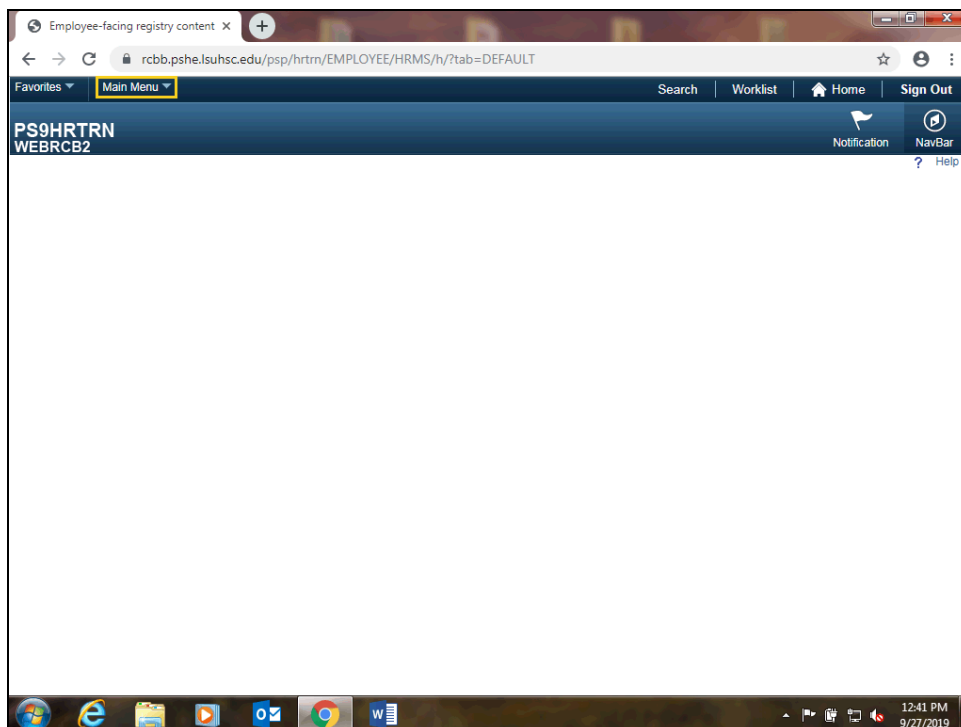
Procedure

In this topic you will learn how to **Create an Absence Request for an Employee**.

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SF-6 Manager Absence Requests



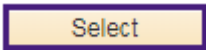
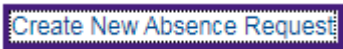


Step	Action
1.	<p>***** NOTICE *****</p> <p><i>Absence requests should only be created by the manager when an employee is on extended leave, such as FMLA, and unable to complete his/her own absence request. A manual absence request must be completed by the employee immediately upon his/her return to 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>

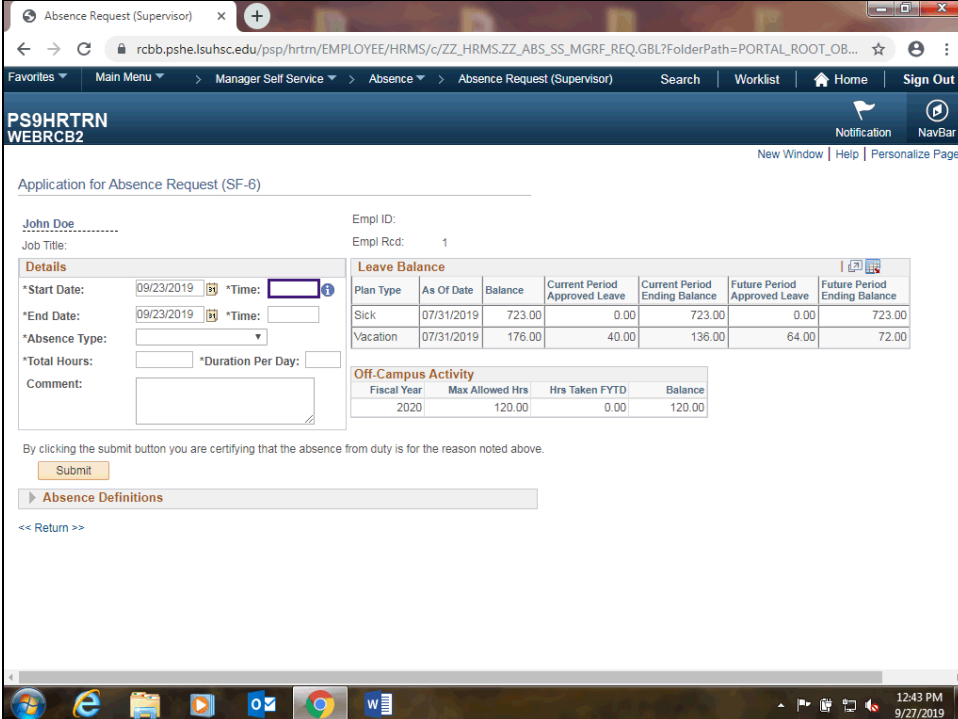


Step	Action
2.	<p>Situations, such as an emergency, may arise that will require you to create a absence request for an employee. In these situations, you will create the absence request and approve it.</p> <p>Click the Main Menu link.</p> <p>Main Menu</p>
3.	<p>Click the Manager Self Service link.</p>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

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



Application for Absence Request (SF-6)

John Doe
Job Title: _____

Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time:
 *End Date: 09/23/2019 *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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	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](#)

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

Application for Absence Request (SF-6)

John Doe
Job Title: Empl ID: 1
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/23/2019 *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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00



Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	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
11.	Click the Calendar button. 
12.	Click the 30th button. 

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Application for Absence Request (SF-6)

John Doe
Job Title: _____

Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM

*End Date: 09/30/2019 *Time:

*Absence Type:

☐ Include Weekend

*Total Hours: *Duration Per Day:

Comment:

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

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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

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

Application for Absence Request (SF-6)

John Doe
Job Title: _____

Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM

*End Date: 09/30/2019 *Time: 4:30PM

*Absence Type:

☐ Include Weekend

*Total Hours: *Duration Per Day:

Comment:

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

Absence Definitions


<< Return >>

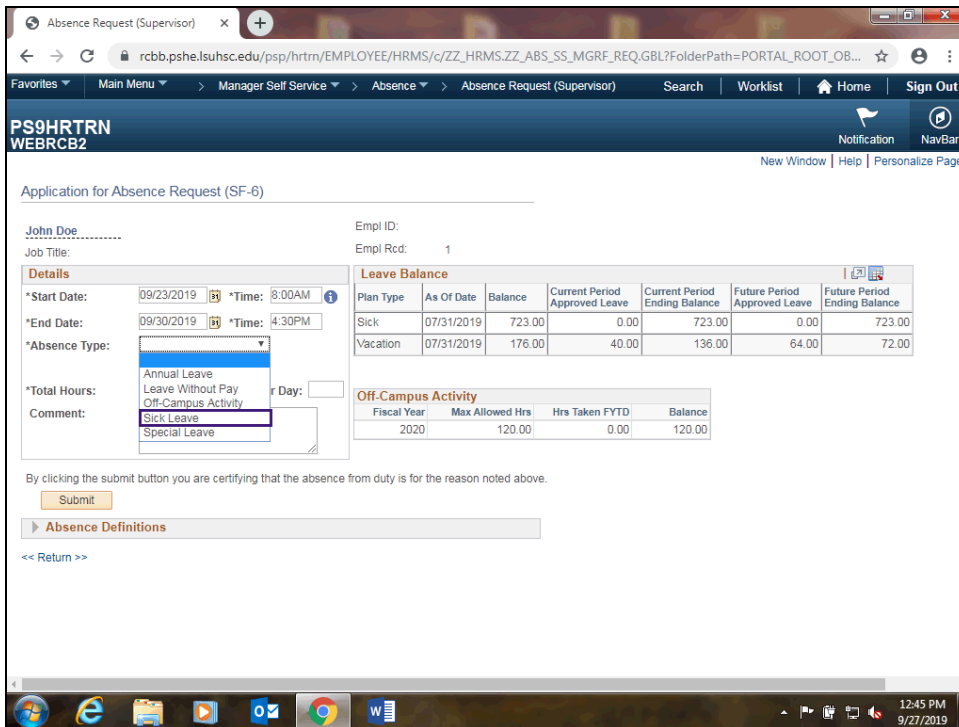
Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
Sick	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

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Step	Action
14.	Click the button to the right of the Absence Type field. 



Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/30/2019 *Time: 4:30PM
*Absence Type:
Annual Leave
Leave Without Pay
Off-Campus Activity
Sick Leave
Special Leave
*Total Hours: _____
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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Step	Action
15.	Click the Sick Leave list item. 

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Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/30/2019 *Time: 4:30PM
*Absence Type: Sick Leave ☒ FMLA
☐ Include Weekend
*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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	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
16.	Click the FMLA option. <input checked="" type="checkbox"/>

Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/30/2019 *Time: 4:30PM
*Absence Type: Sick Leave ☒ FMLA
☐ Include Weekend
*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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	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 >>](#)

Training Guide

SF-6 Manager Absence Requests

Step	Action
17.	Enter the desired information into the Total Hours field. Enter " 48 ".
18.	Enter the desired information into the Duration Per Day field. Enter " 8 ".

Application for Absence Request (SF-6)

John Doe
Job Title: _____

Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/30/2019 *Time: 4:30PM
*Absence Type: Sick Leave ☒ FMLA
☐ Include Weekend
*Total Hours: 48 *Duration Per Day: 8

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	07/31/2019	723.00	0.00	723.00	0.00	723.00
Vacation	07/31/2019	176.00	40.00	136.00	64.00	72.00

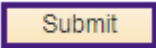
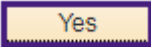
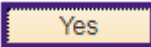
Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	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
19.	Click the Submit button. 
20.	A message displays reminding managers that a request should only be created on an employee's behalf in very specific circumstances. An FMLA request must have HR approval as well, so the system will automatically route the absence request to the appropriate HR representative. Click the Yes button. 
21.	A message display stating the request will be routed to Human Resources given it is an FMLA request. Click the Yes button. 
22.	A message displays confirming the request has been approved.

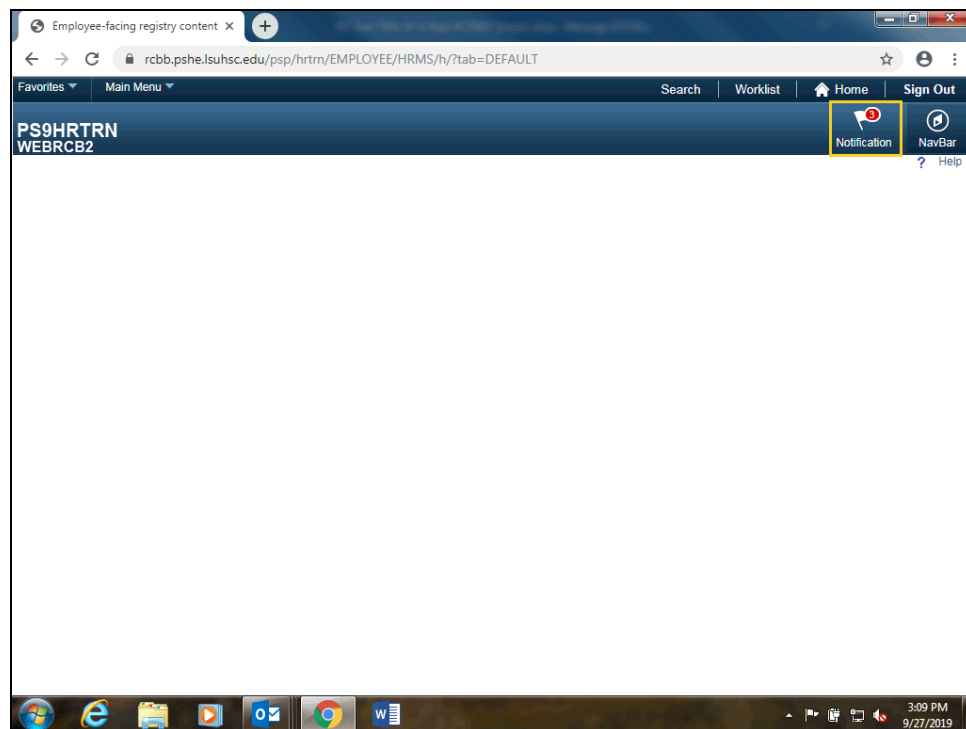
Training Guide SF-6 Manager Absence Requests

Step	Action
23.	You will receive an email approval request once the absence request is submitted. You <u>must</u> 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.	Absence Scenario In this example, an employee has submitted two absence requests for the same day. The first request is for annual leave on October 8, 2019 from 2:30 PM - 4:30 PM. The second request is for annual leave on October 8, 2019 from 9:00 AM - 10:30 AM.



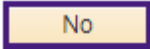
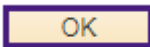
Training Guide

SF-6 Manager Absence Requests

Step	Action
2.	<p>Click the Notification link.</p> 
3.	<p>A list of Action items displays with the most recent appearing first.</p> <p>Click the SF-6 2 hours Sick Leave 10/08/2019 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 10/8/2019.</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 10/8/2019 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> 

Training Guide

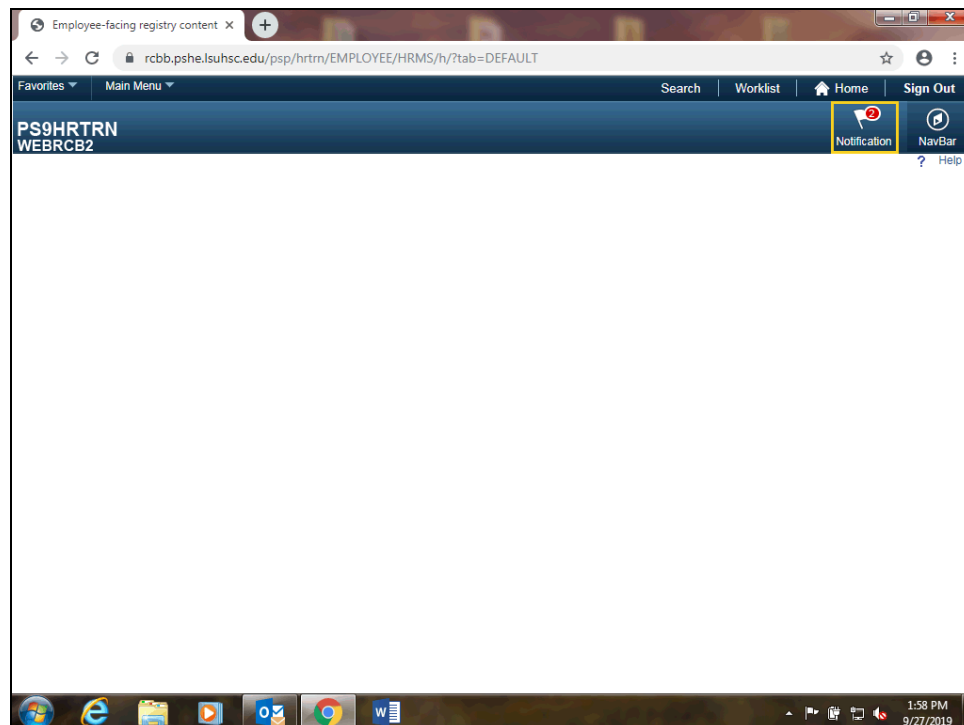
SF-6 Manager Absence Requests

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

Deny a Absence Request




Procedure

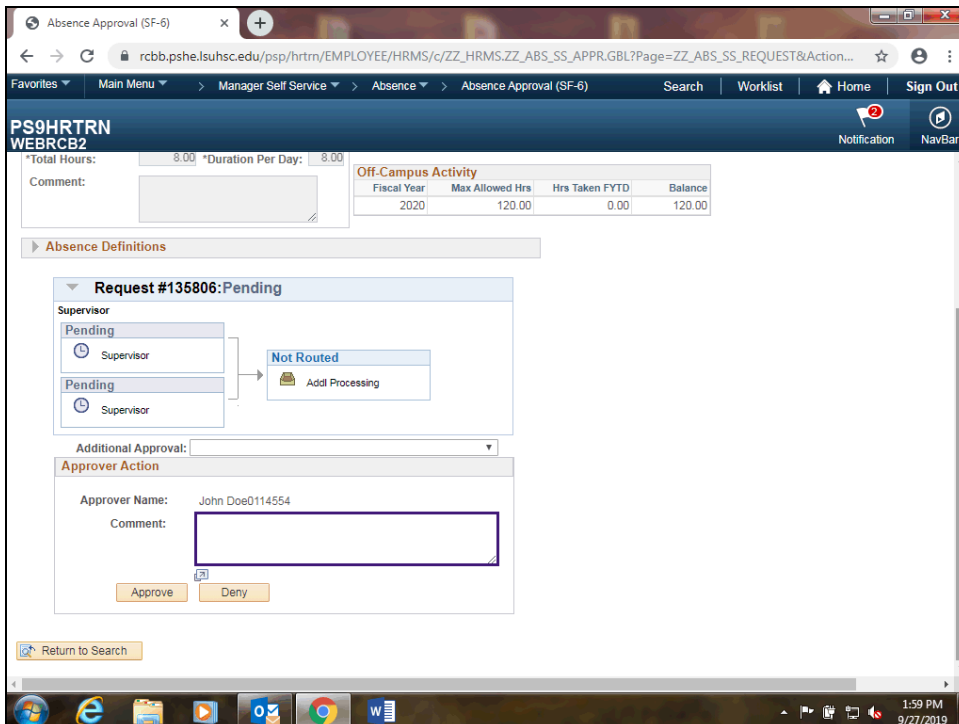
In this topic you will learn how to **Deny a Absence Request**.



Training Guide

SF-6 Manager Absence Requests

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 10/01/2019 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. 



Absence Approval (SF-6)

rcbb.pshe.lsuhs.edu/psp/hrtrn/EMPLOYEE/HRMS/c/ZZ_HRMS.ZZ_ABS_SS_APPR.GBL?Page=ZZ_ABS_SS_REQUEST&Action...

Favorites Main Menu Manager Self Service Absence Absence Approval (SF-6) Search Worklist Home Sign Out

PS9HRTRN WEBRCB2

*Total Hours: 8.00 *Duration Per Day: 8.00

Comment:

Off-Campus Activity

Fiscal Year	Max Allowed Hrs	Hrs Taken FYTD	Balance
2020	120.00	0.00	120.00

Absence Definitions

Request #135806: Pending

Supervisor

Pending

Supervisor

Pending

Supervisor

Not Routed

Add Processing

Additional Approval:

Approver Action

Approver Name: John Doe0114554

Comment:

Approve Deny

Return to Search

1:59 PM 9/27/2019

Training Guide

SF-6 Manager Absence Requests

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

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

Training Guide

SF-6 Manager Absence Requests

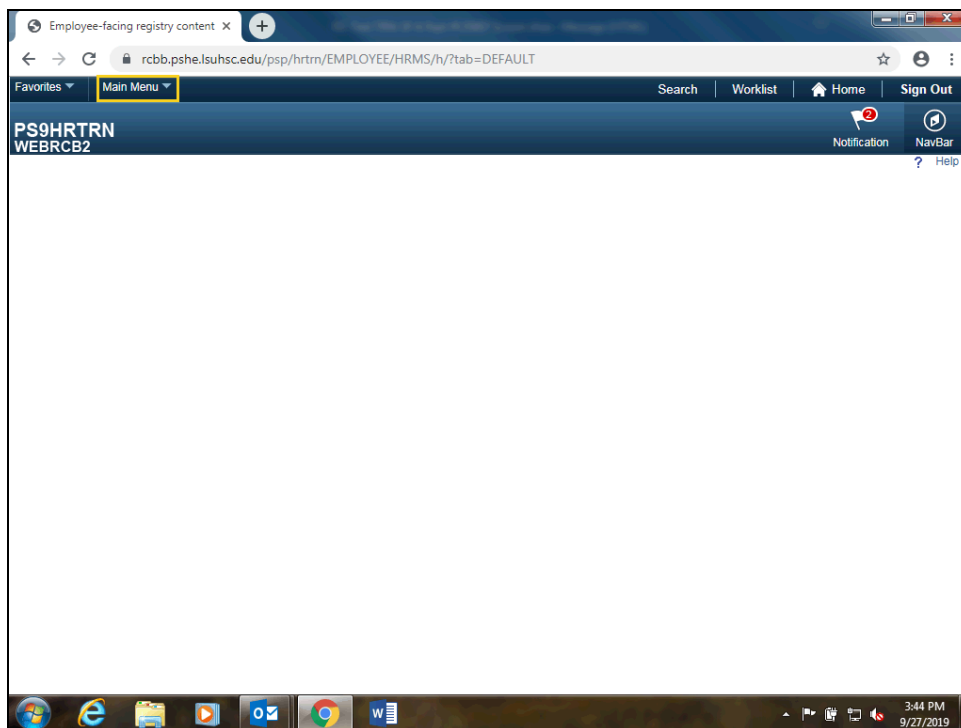
vacation, FMLA, or travelling on business for an extended period of time. *The delegation approval feature should not be used by managers as a means to delegate this work responsibility on a regular basis.*


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.








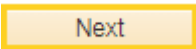

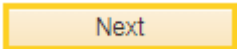
Step	Action
1.	NOTE: The delegation feature can only be used to delegate authority to another leader. Delegation to a non-supervisory role is not allowed.



Step	Action
2.	Click the Main Menu link. 

Training Guide

SF-6 Manager Absence Requests

Step	Action
3.	Click the Self Service link. 
4.	Click the Manage Delegation link. 
5.	Click the Create Delegation Request link. 
6.	Click the Calendar button. 
7.	Click the 18th button. 
8.	Click the Calendar button. 
9.	Click the 22nd button. 
10.	Click the Next button. 
11.	Click the SF-6 Approve Leave Request option. 
12.	Click the Next button. 

Training Guide

SF-6 Manager Absence Requests

LSU Health Remote Access Ports x Manage Delegation x

rcbb.pshe.lsuhs.edu/psp/hrtrn/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?CLASSIC&FolderPath=PORTA...

Favorites Main Menu Self Service Manage Delegation Search Worklist Home Sign Out

PS9HRTRN WEBRCB2 Notification NavBar

Create Delegation Request

Select Proxy by Name

Search for a proxy using their name. You can also select the [Search By Hierarchy](#) hyperlink to search for your proxy.

Last Name

First Name

Choose Delegate

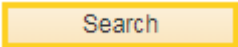

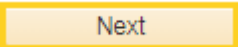
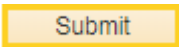
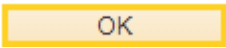
Name	Empl ID	Organizational Relationship	Job Title	Department	Supervisor Name
<input type="radio"/>					

3:00 PM 11/5/2019

Step	Action
13.	<p>Enter the desired information into the Last Name field. Enter "DOEXXXXXXX".</p> <p><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></p>

Training Guide

SF-6 Manager Absence Requests

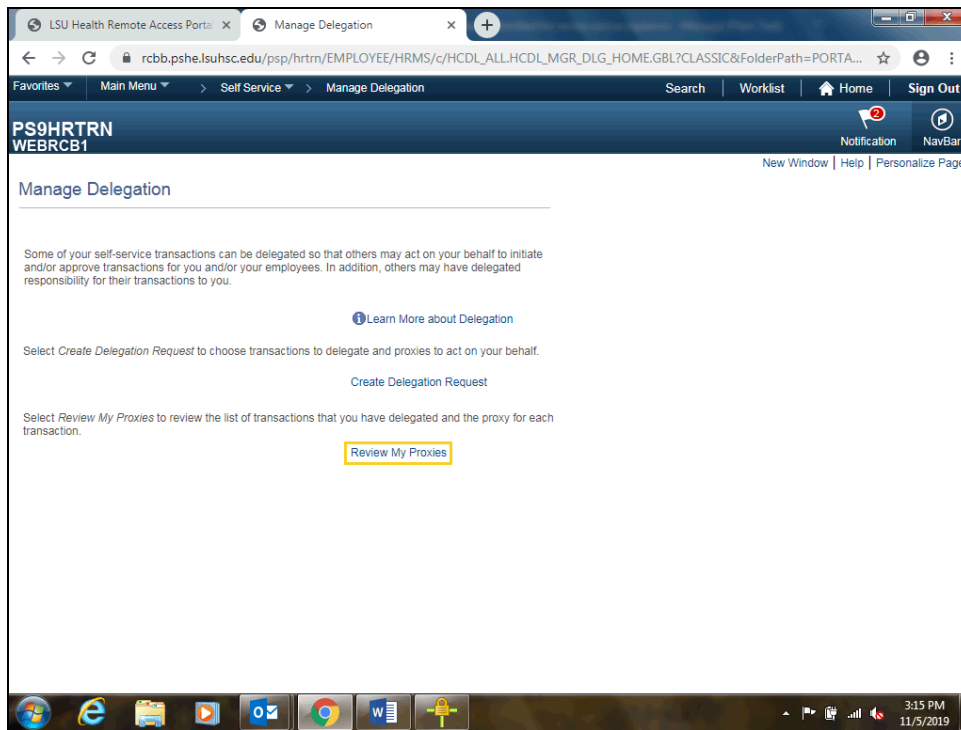
Step	Action
14.	Click the Search button. 
15.	Click the Choose Delegate option. 
16.	Click the Next button. 
17.	Click the Submit button. 
18.	Click the OK button. 
19.	The system will automatically send an email to the requester and delegate. The delegate will click on the link provided to accept or reject the delegation.
20.	This completes <i>Delegate Absence Approval</i> . End of Procedure.



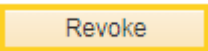
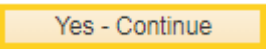
Review and Revoke a Proxy Procedure

Training Guide

SF-6 Manager Absence Requests

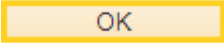
In this topic you will learn how to **Review and Revoke a Delegation Proxy**.



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

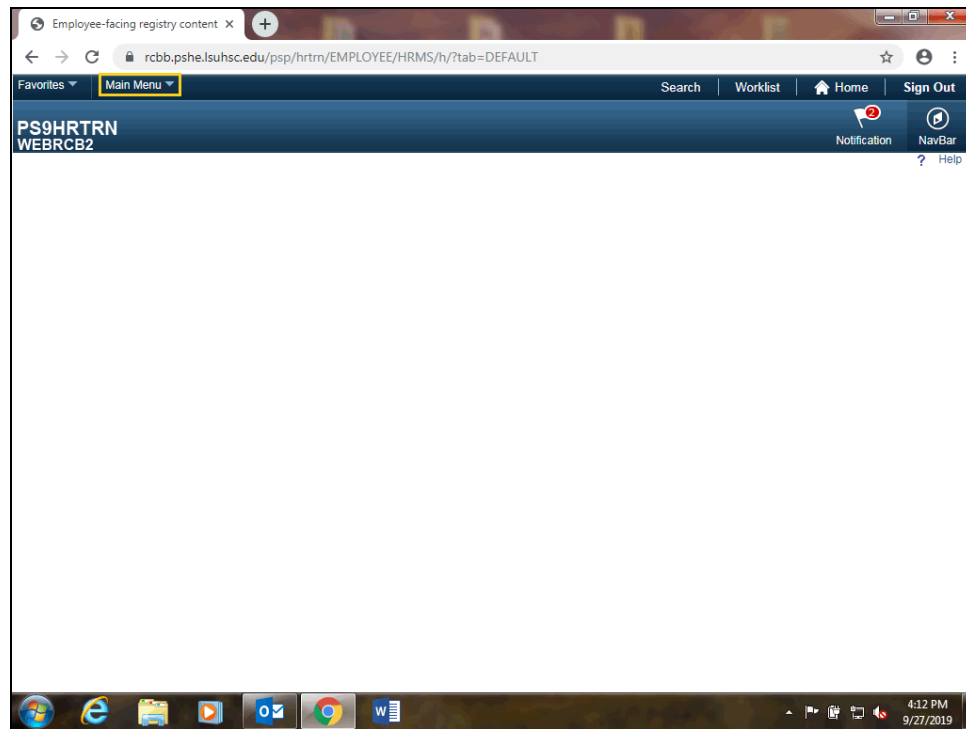
SF-6 Manager Absence Requests

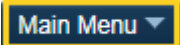
Step	Action
6.	<p>A confirmation message displays stating delegation has been revoked.</p> <p>Click the OK button.</p> 
7.	<p>The system will automatically send a confirmation email to both parties stating that delegation has been revoked.</p> <p><i>NOTE: Click the link provided to view the original 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**.

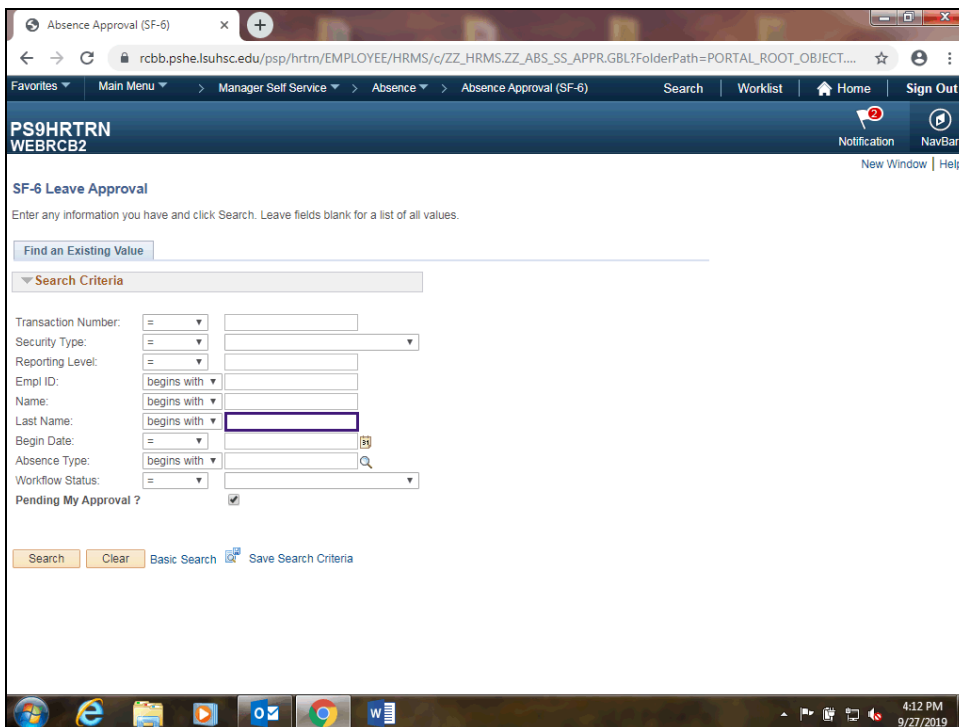


Step	Action
1.	<p>Click the Main Menu link.</p> 

Training Guide

SF-6 Manager Absence Requests

Step	Action
2.	Click the Manager Self Service link. 
3.	Click the Absence link. 
4.	Click the Absence Approval (SF-6) link. 




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

Training Guide

SF-6 Manager Absence Requests

The screenshot shows a web browser window with the title "Absence Approval (SF-6)". The address bar shows a URL from "rcbb.pshe.lsuhsu.edu". The page has a navigation bar with links like "Favorites", "Main Menu", "Manager Self Service", "Absence", "Absence Approval (SF-6)", "Search", "Worklist", "Home", and "Sign Out". Below the navigation bar, the user is identified as "PS9HRTN WEBRCB2". The main heading is "SF-6 Leave Approval". Below this, there is a search section with a "Find an Existing Value" button and a "Search Criteria" section. The search criteria include fields for Transaction Number, Security Type, Reporting Level, Empl ID, Name, Last Name, Begin Date, Absence Type, and Workflow Status. Each field has a dropdown menu for operators (e.g., "=", "begins with") and a text input field. The "Workflow Status" field has a dropdown menu with a blue arrow icon. Below the search criteria, there is a "Pending My Approval?" checkbox and a "Search" button. The Windows taskbar at the bottom shows the time as 4:12 PM on 9/27/2019.

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

Training Guide

SF-6 Manager Absence Requests

Step	Action
7.	Click the Approved list item. <div style="border: 2px solid purple; padding: 2px; display: inline-block;">Approved</div>

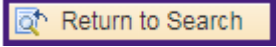
Training Guide

SF-6 Manager Absence Requests

Step	Action
8.	Uncheck the Pending My Approval option. <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>
9.	Click the Search button.
10.	Click the Transaction Number 130574 link.
11.	Click the Down button of the scrollbar.
12.	Click the Next in List button.
13.	Click the Down button of the scrollbar.

Training Guide

SF-6 Manager Absence Requests

Step	Action
14.	<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 yellow background and a purple border. On the left is a magnifying glass icon, and to its right is the text "Return to Search" in a dark blue font.
15.	<p>This completes <i>View Approved Absence Requests</i>.</p> <p>End of Procedure.</p>