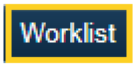
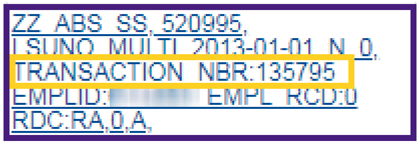
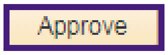
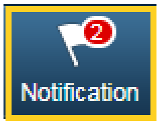
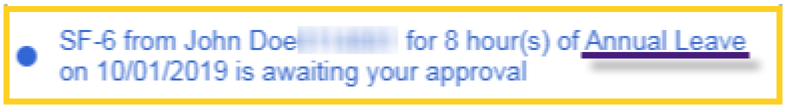
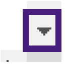
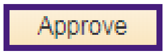
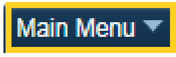
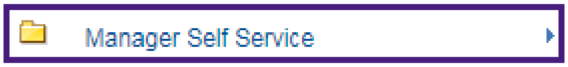
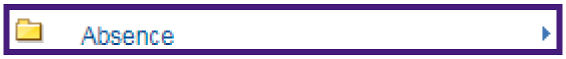
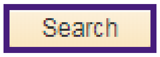
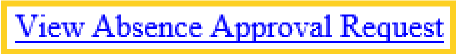
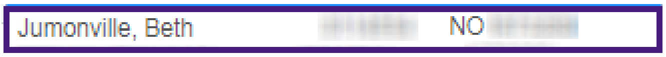
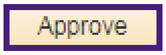
Manager Absence Requests

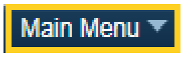
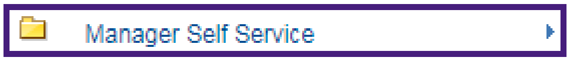
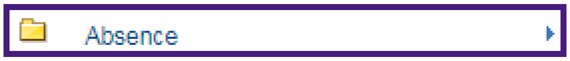
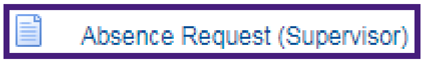
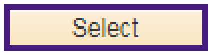
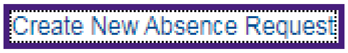
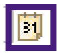
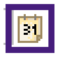
Step	Action
1.	**Access and Approve Absence Requests via Email Link**
2.	You will receive an email approval request when an employee submits a absence request. **1.** Clicking the **View Absence Approval Request** link will take you directly to the PeopleSoft logon page. **2.** The email absence request 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.
3.	Click the **View Absence Approval Request** link. View Absence Approval Request
4.	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 a valid value e.g. "**Password**" and then click the **Sign In** button.
5.	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.
6.	Click the **Approval** button.
7.	A message will display stating the request has been approved.
8.	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. ***NOTE: Click the link provided to view the original transaction.***
9.	**Access and Approve Absence Requests via the Worklist**

Step	Action
10.	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.
11.	Click the **Worklist** link. 
12.	The Worklist displays the Absence Request waiting for approval. The Worklist includes Absence Requests submitted by your direct reports. 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.
13.	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. ***NOTE: This does not reorder the absence requests on the Worklist.***
14.	Click on the blue link to access a transaction. Click the **TRANSACTION NBR: 135795** link. ZZ ABS SS, 520995, LSUNO MULTI 2013-01-01 N 0, TRANSACTION NBR:135795 EMPLID:[redacted] EMPL RCD:0 RDC:RA,0,A,
15.	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.
16.	Click the **Approval** button. 
17.	A message displays confirming approval of the absence request.
18.	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. ***NOTE: Click the link provided to view the original transaction.***
19.	**Access and Approve Absence Requests via the Notification Flag**

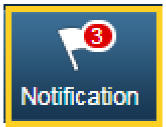
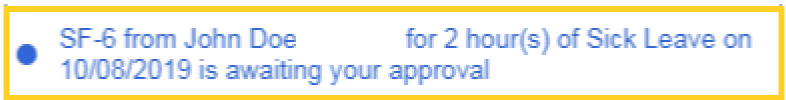
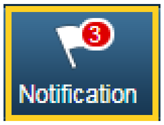
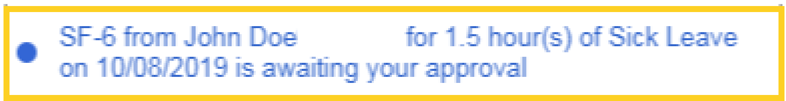
Step	Action
20.	The ***Notification*** flag displays a number count in the banner to notify users of any new Actions requiring attention, such as *Absence Approval Requests*.
21.	In this example, a two (2) displays in the banner indicating there are two actions requiring attention. Click the **Notification** button. 
22.	The most recent transaction will display first in the list. Click the **SF-6 Annual Leave** link.  ● SF-6 from John Doe[redacted] for 8 hour(s) of Annual Leave on 10/01/2019 is awaiting your approval
23.	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. 
24.	Click the **Approve** button. 
25.	A message displays confirming approval of the absence request.
26.	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. ***NOTE: Click the link provided to view the original transaction.***
27.	**Access and Approve Absence Requests via the Absence Request (SF-6) Page**
28.	Click the **Main Menu** link. 
29.	Click the **Manager Self-Service** link. 
30.	Click the **Absence** link. 

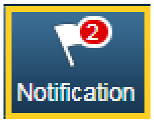
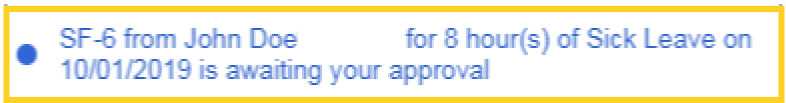
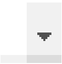
Step	Action
31.	Click the **Absence Approval (SF-6)** link. Absence Approval (SF-6)
32.	You may enter the Transaction Number or the employee's Last Name to search for an absence request. Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**Employee's Last Name**". ***NOTE: 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.***
33.	Click the **Search** button. 
34.	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.
35.	In this example, the sick absence 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.
36.	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.
37.	Click the **Approve** button.
38.	A message displays reminding you of the two-tier approval process. Click the **Yes** button.
39.	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.

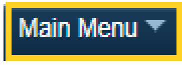
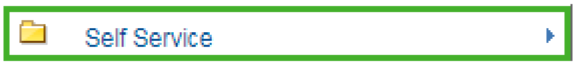
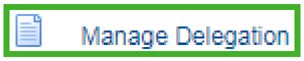
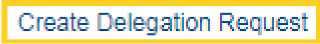
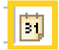
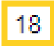
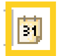
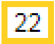
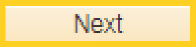
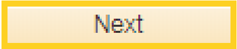
Step	Action
40.	The system will automatically send a confirmation email to you confirming the absence request has been approved by HR. The system will also send an email to the employee notifying him/her of the approval. ***NOTE: Click the link provided to view the original transaction.***
41.	**Create a Secondary Absence Approval**
42.	You can access absence requests two ways. Your first option is to navigate as follows: **Main Menu > Manager Self Service > Absence > Absence Approval (SF-6)**
43.	On the SF-6 Absence Approval page: 1. Enter the employee's last name in the **Last Name** field. 2. Click the **Search** Button. ***NOTE: The Pending My Approval box will remain checked.***
44.	The absence request will display. ***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.***
45.	Click the **View Absence Approval Request** link. 
46.	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 button to the right of the **Additional Approval** field.
47.	A list of additional approvers will display in the drop-down list. Click the **Jumonville, Beth** list item. 
48.	Click the **Approve** button. 
49.	An approval confirmation will display, as well as routing information for secondary approval. ***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.***

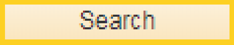
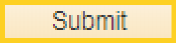
Step	Action
50.	**Create an Absence Request for an Employee**
51.	******** NOTICE ******** ***Absence requests should only be created by the manager when an employee is on extended absence, such as FMLA, and unable to complete his/her own absence request. A manual absence request must be completed by 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.***
52.	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. Click the **Main Menu** link. 
53.	Click the **Manager Self Service** link. 
54.	Click the **Absence** link. 
55.	Click the **Absence Request (Supervisor)** link. 
56.	A list of employees for whom you can perform this function will display. Click the **Select** button. 
57.	Click the **Create New Absence Request** link. 
58.	Click the **Calendar** button. 
59.	Click the desired date.
60.	Enter the desired information into the **Start Date Time** field. Enter a valid value e.g. "**8:00AM**".
61.	Click the **Calendar** button. 

Step	Action
62.	Click the desired date.
63.	Enter the desired information into the **End Date Time** field. Enter a valid value e.g. "**4:30PM**".
64.	Click the button to the right of the **Absence Type** field.
65.	Click the **Sick Leave** list item.
66.	Click the **FMLA** option.
67.	Enter the desired information into the **Total Hours** field. Enter a valid value e.g. "**48**".
68.	Enter the desired information into the **Duration Per Day** field. Enter "**8**".
69.	Click the **Submit** button.
70.	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.
71.	A message display stating the request will be routed to Human Resources given it is an FMLA request. Click the **Yes** button.
72.	A message displays confirming the request has been approved.
73.	You will receive an email approval request once the absence request is submitted. You **must** still approve the absence request.
74.	**Manage Multiple Absence Requests for the Same Day**
75.	**Absence Scenario** In this example, an employee has submitted two absence requests for the same day. The first request is for annual absence on October 8, 2019 from 2:30 PM - 4:30 PM. The second request is for annual absence on October 8, 2019 from 9:00 AM - 10:30 AM.

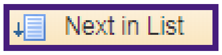
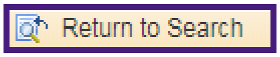
Step	Action
76.	Click the **Notification** link. 
77.	A list of Action items displays with the most recent appearing first. Click the **SF-6 2 hours Sick Leave 10/08/2019** link. SF-6 from John Doe for 2 hour(s) of Sick Leave on 10/08/2019 is awaiting your approval
78.	The Application for Absence Request (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.
79.	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 **Approve** button.
80.	Repeat steps 2 - 5 to approve the other request for 10/8/2019. Click the **Notification** link. 
81.	***NOTE: The previously approved request has been removed from the Action list.*** Click the **SF-6 1.5 hours Sick Leave 10/8/2019** link. SF-6 from John Doe for 1.5 hour(s) of Sick Leave on 10/08/2019 is awaiting your approval
82.	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.
83.	Click the **Approve** button.

Step	Action
84.	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. ***NOTE: If the first request has not completed the approval process, the warning message will not display.*** Click the **No** button.
85.	A confirmation message stating the approval process has been stopped displays. Click the **OK** button.
86.	**Deny Absence Request**
87.	Click the **Notification** link. 
88.	A list of Action items displays with the most recent appearing first. Click the **SF-6 Sick Leave 10/01/2019** link.  SF-6 from John Doe for 8 hour(s) of Sick Leave on 10/01/2019 is awaiting your approval
89.	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. 
90.	A brief comment should be entered into the Comment field explaining the reason for the denial. Enter the desired information into the **Comment** field. Enter a valid value e.g. "**Submitted request for Annual Leave for this day**".
91.	Click the **Deny** button.
92.	A confirmation message will display showing the absence has been denied.

Step	Action
93.	The system will automatically send an email to the manager and employee that the request has been denied. ***NOTE: Click the link provided to view the original transaction.***
94.	**Delegate Absence Approval**
95.	***NOTE: The delegation feature can only be used to delegate authority to another leader. Delegation to a non-supervisory role is not allowed.***
96.	Click the **Main Menu** link. 
97.	Click the **Self Service** link.  Self Service
98.	Click the **Manage Delegation** link.  Manage Delegation
99.	Click the **Create Delegation Request** link.  Create Delegation Request
100.	Click the **Calendar** button. 
101.	Click the **18th** button. 
102.	Click the **Calendar** button. 
103.	Click the **22nd** button. 
104.	Click the **Next** button. 
105.	Click the **SF-6 Approve Leave Request** option.
106.	Click the **Next** button. 

Step	Action
107.	Enter the desired information into the **Last Name** field. Enter "**DOEXXXXXXX**". ***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.***
108.	Click the **Search** button. 
109.	Click the **Choose Delegate** option. ○
110.	Click the **Next** button.
111.	Click the **Submit** button. 
112.	Click the **OK** button.
113.	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.
114.	**Review and Revoke Proxy**
115.	Click the **Review My Proxies** link. Review My Proxies
116.	A list of delegation proxies displays.
117.	**Revoke a Delegation Proxy** Select the Transaction you wish to revoke. Click the **SF-6 Approve Leave Request** button. ***NOTE: Revoking proxy delegation is only necessary if you wish to stop the delegation prior to the scheduled "End Date".*** ☐
118.	Click the **Revoke** button.
119.	Click the **Yes - Continue** button. Yes - Continue

Step	Action
120.	A confirmation message displays stating delegation has been revoked. Click the **OK** button.
121.	The system will automatically send a confirmation email to both parties stating that delegation has been revoked. ***NOTE: Click the link provided to view the original transaction.***
122.	**View Approved Absence Requests**
123.	Click the **Main Menu** link.
124.	Click the **Manager Self Service** link. Manager Self Service
125.	Click the **Absence** link.
126.	Click the **Absence Approval (SF-6)** link. Absence Approval (SF-6)
127.	Enter the desired information into the **Last Name** field. Enter a valid value e.g. "**DOE**".
128.	Click the button to the right of the **Workflow Status** field.
129.	Click the **Approved** list item.
130.	Uncheck the **Pending My Approval** option. ***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 must be unchecked to retrieve results.***
131.	Click the **Search** button.
132.	Click the **Transaction Number 130574** link.
133.	Click the **Down** button of the scrollbar.

Step	Action
134.	Click the **Next in List** button. 
135.	Click the **Down** button of the scrollbar.
136.	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. Click the **Return to Search** button. 
137.	**End of Procedure.**