How Do I Approve/Deny an Absence Request?

Navigation

1. Log into OneUSG HCM.

2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.

3. On the **Manager Self Service** page, click the **Approval** tile. NOTE: The number of transactions in your approval queue is displayed at the bottom right corner of the **Approval** tile.

4. The **Pending Approvals** page includes two sections:

    a. **View By Menu Listing** (displayed on the left side), which summarizes the **Pending Transaction List** by Transaction Type, Date Routed, From (Sender) or Person. NOTE: This page displays the name of a delegate, where applicable.

    b. **Pending Transaction List** (displayed in the body of the page), which displays transactions in the format specified in the **View By** field.

Act on the Absence Request

5. On the **Pending Approvals** page, click the **Absence Request** menu item displayed on the left side of the page.

6. In the **Pending Transaction List**, click the **Employee Name** associated with the desired request.

7. On the **Absence Request** page, review the detailed request and balance information.

8. Populate the **Approver Comments** field.

9. Click the desired action button (**Approve**, **Deny** or **Pushback**) displayed at the top of the page:

    a. **Approve**: authorizes the employee absence

    b. **Deny**: rejects the employee absence request

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      c.   **Pushback**: returns the absence request to the originator for updates or revisions

10. The system displays an informational message, confirming the selected action. Click the **Submit** button to continue.

11. The system displays a second message indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and press the **Submit** button again, as needed.

12. Click the **< Pending Approvals** button to return to the **Pending Approvals** page.

Complete the Task/Sign Out of Application

13. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

14. Click the **Sign Out** option in the listing.

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