How Do I Approve or Deny an Absence Request?

Navigation

1. Log into OneUSG Connect.
2. From Manager Self Service, click the Team Time tile.
3. Select Absence Requests.
4. The Absence Requests page holds all absence requests pending your approval.
   a. To see absence requests that you have approved or denied, change the selection in the drop down for Show Requests by Status and click the Refresh button.
5. Select the Employee Name link to review a particular request.
6. Review the absence details and current balance information.
7. Enter any comments you wish to include with the absence request. If you are denying or pushing the request back, use the Comments field to indicate why.
8. Click the desired action button (Approve, Deny or Pushback):
   a. Approve: authorizes the employee absence
   b. Deny: rejects the employee absence request
   c. Pushback: returns the absence request to the employee for updates or revisions
9. Click the Submit button.
10. Click Yes or No on the Confirmation page.
11. Click OK for the confirmation.