## 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.



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