



Overview/Description

This job aid describes the steps necessary to approve or deny an absence request in OneUSG Connect Manager Self Service (MSS).

Note: All absence requests are accessible for approval via Manager Self Service > Team Time > Absence Request navigation.

Prerequisite

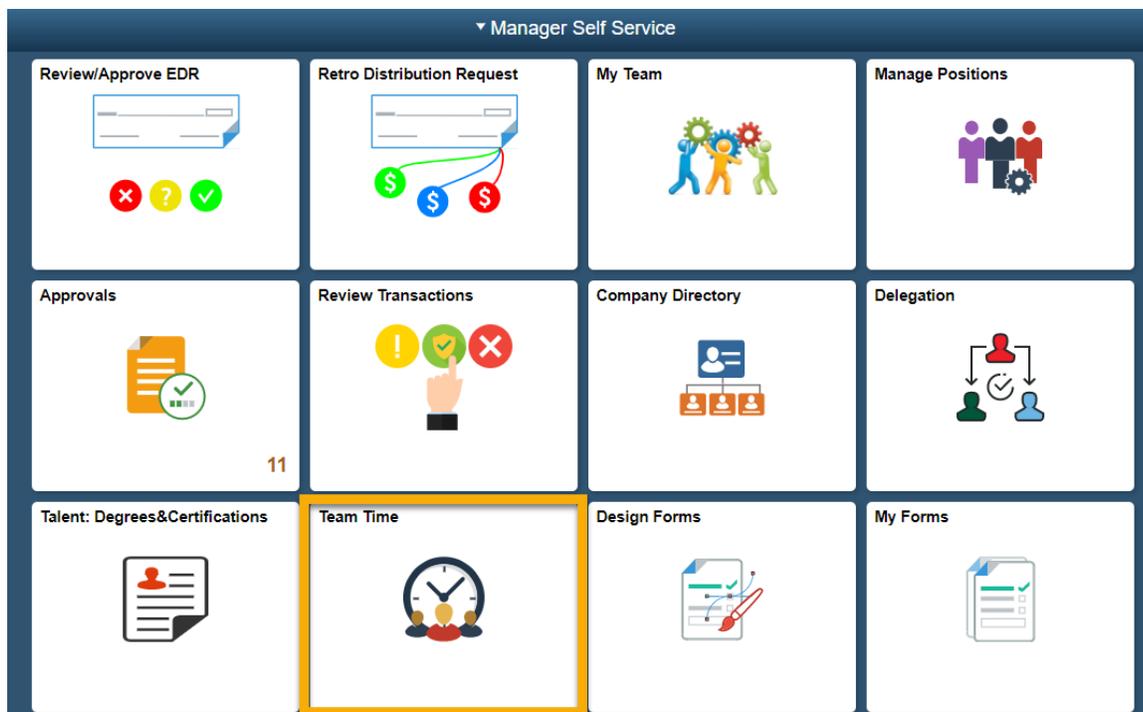
Employee has entered and submitted an absence request via the Employee Timesheet or the Absence Request page.

Instructions

1. Log in to OneUSG Connect.
2. Click Team Time on the MSS homepage.

Navigation

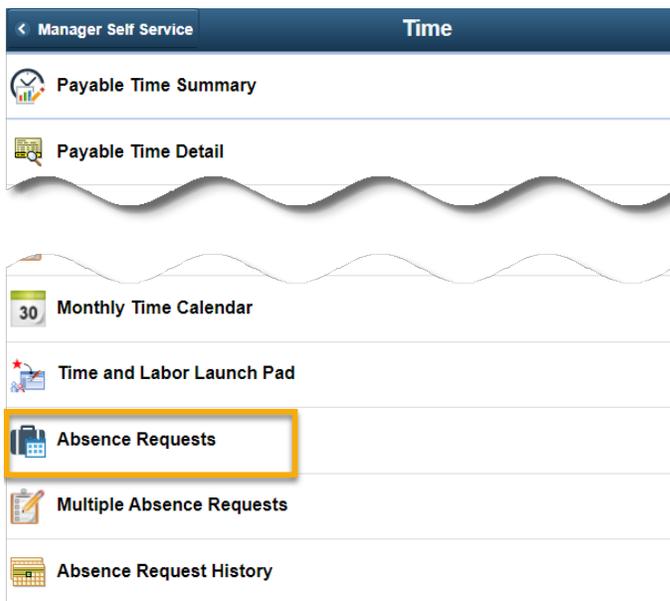
Manager Self Service > **Team Time**





3. Access Absence Requests.

On the **Time** page, click **Absence Requests**.



4. Review and Approve Pending Absence Requests.

- From the list of *pending Absence Requests*, select the **Name** of the employee associated with the absence request you wish to review.

Asst Director of Admin Dept
Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

*Show Requests by Status

Absence Requests				Personalize	Find	First	1-4 of 4	Last
Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted
		Bus Systems Analyst Senior	Absence Request	Vacation	01/27/2020	01/27/2020	Submitted	01/17/2020
		Bus Systems Analyst Working	Absence Request	Vacation	01/29/2020	01/29/2020	Submitted	01/17/2020
		Bus Systems Analyst Working	Absence Request	Vacation	01/30/2020	01/30/2020	Submitted	01/17/2020
		Bus Systems Analyst Senior	Absence Request	Sick Leave	01/16/2020	01/16/2020	Submitted	01/16/2020

Note: The Absence Request will open in one of two ways depending on the method of submission.



4.1. Absence request submitted via **Absence Request** page.

- a. The details of the absence request are seen here.
- b. The approver can add **Approver Comments**, if needed.
- c. Click **Approve**.

Approve Deny Pushback

Absence Details

Absence Name: Vacation
Start Date: 01/29/2020
Original Start Date: 01/29/2020
Partial Days: None
Current Balance: 96.00 Hours [Disclaimer](#)

End Date: 01/29/2020
Duration: 8 Hours

[Check Leave Balance](#)
[View Forecast Details](#)

Requester Comments
There are no requester comments

Request History >

Approver Comments

Approval Chain >

- d. A confirmation window will populate.
- e. Optional: Add any **Approver Comments**.
- f. Click **Submit**.

Cancel **Approve** **Submit**

You are about to approve this request.

Approver Comments

- g. The absence request now shows as **Approved**.

< Absence Requests **Absence Request**

Approved on 01/21/2020

Absence Details

Absence Name: Vacation
Start Date: 01/29/2020
Original Start Date: 01/29/2020
Partial Days: None
Current Balance: 96.00 Hours [Disclaimer](#)

End Date: 01/29/2020
Duration: 8 Hours

Requester Comments
There are no requester comments

Request History >

Approval Chain >



4.2. Absence request submitted via the **Employee Timesheet**.

- a. Click the **Last Name** of the employee you wish to review.

Report Time
Timesheet Summary

Employee Selection

Change View

*View By: Week Show Schedule Information
Date: 01/30/2020 Previous Week Next Week

Employees For Christy Todd, Totals From 01/26/2020 - 02/01/2020

Time Summary

Last Name	First Name	Employee ID	Empl Record	Task Profile ID	Task Profile Description	Job Title
			1			Bus Systems Analyst Working

Approve Reported Time
Approve Absence

- b. Once the timesheet populates, click the **Absence** tab. Here you will see any absences that are awaiting approval for this employee for this calendar period.
- c. Select the radio button for each **Absence Take** you wish to approve.

Actions Earliest Change Date 01/01/2020

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 01/01/2020 Total Reported Hours 32.00
Reported Hours 32.00 Print Timesheet Punch Timesheet

The Payable Time page will populate after processing is complete. Absences are processed once each pay period.

From Wednesday 01/01/2020 to Friday 01/31/2020

Time Reporting Code	Wed 1/1	Thu 1/2	Fri 1/3	Sat 1/4	Sun 1/5	Mon 1/6	Tue 1/7	Wed 1/8	Thu 1/9	Fri 1/10	S 1/11
00HOM - Holiday	8.00										
00VAC - Vacation											

Submit

Reported Time Status | Summary | **Absence** | Exceptions | Payable Time

Absence Events

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	01/29/2020	01/29/2020	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit
<input type="checkbox"/>	01/30/2020	01/30/2020	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Add Absence Event



d. While on the **Absence** tab with the radio buttons selected, click **Approve**.

The screenshot shows the 'Absence Events' table with the following data:

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	01/29/2020	01/29/2020	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit
<input checked="" type="checkbox"/>	01/30/2020	01/30/2020	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Below the table is an 'Approval' section with buttons for 'Select All', 'Deselect All', and 'Approve'.

e. A confirmation message will pop up, click **Yes**.

Message

Are you sure you want to approve the time selected? (13504,2500)

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change, No to return to the page without updating the status.

f. **Approve Confirmation** will populate, click **OK**.

Timesheet

Approve Confirmation

Selected transactions were successfully approved.

g. The absence request is now **Approved**.

The screenshot shows the 'Absence Events' table with the following data:

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	01/29/2020	01/29/2020	Vacation	8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>	Forecast	Edit
<input type="checkbox"/>	01/30/2020	01/30/2020	Vacation	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

Below the table is an 'Approval' section with buttons for 'Select All', 'Deselect All', and 'Approve'.