**A close up of a logo

Description automatically generated**

**Quick Guide: Approving**

**ABSENCE REQUESTS**

|  |  |
| --- | --- |
| **Action** | **Information** |
| 1. Navigate to the Multiple Absence Requests page  * Click the Navigator icon in the upper right corner to open the Menu.   Navigation:  **Menu > Manager Self Service > Time Management >Approve Time & Exceptions> Multiple Absence Requests** |  |
| 1. Save as favorite  * Click the three dots next to the navigator * Select “Add To Favorites” * Use the “heart” button to open in the future |  |
| 1. Employees with time pending approval will be listed |  |
| 1. Click the “Search” button to change/update the search criteria to find specific employees | A black arrow pointing to the right  Description automatically generated |
| 1. Select the boxes of the transactions you want to action   -**Approve**: approves the request  -**Deny**: denies the request  -**Pushback**: pushes the request back so the originator can revise.   * An email confirmation is sent to the employee |  |