

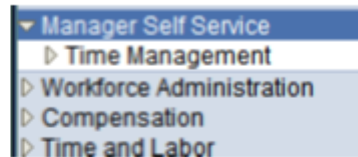
## Manager Approval

This guide outlines the process to approve employee absences.

### Step 1:

Go to:

Manager Self Service  
 Service>Time Management  
 Management>Approve Time and Exceptions> Approve Reported Absences

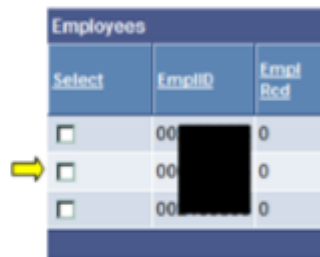


### Step 2:

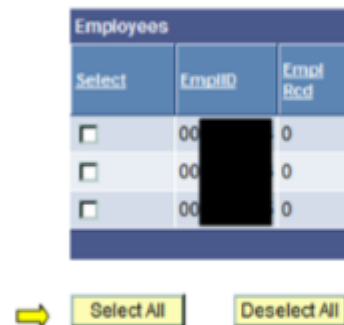
Check the boxes in the "Select" column for the employee(s) to view absences

OR

Click on the "Select All" button to view absences for all employee(s) listed.



Select	EmplID	Empl Rcd
<input type="checkbox"/>	00 [REDACTED]	0
<input type="checkbox"/>	00 [REDACTED]	0
<input type="checkbox"/>	00 [REDACTED]	0

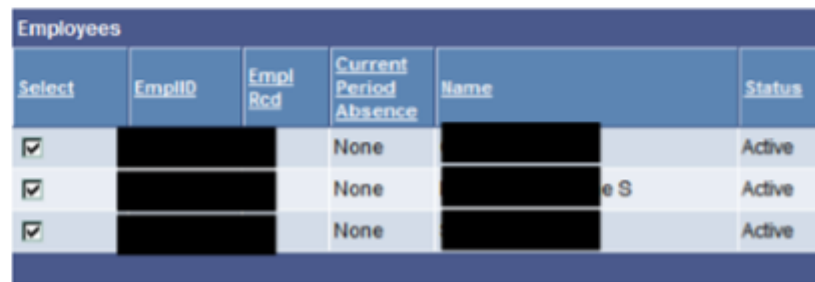


Select	EmplID	Empl Rcd
<input type="checkbox"/>	00 [REDACTED]	0
<input type="checkbox"/>	00 [REDACTED]	0
<input type="checkbox"/>	00 [REDACTED]	0

### Step 3:

Select Continue

[Click for Instructions](#)



Select	EmplID	Empl Rcd	Current Period Absence	Name	Status
<input checked="" type="checkbox"/>	[REDACTED]		None	[REDACTED]	Active
<input checked="" type="checkbox"/>	[REDACTED]		None	[REDACTED] e S	Active
<input checked="" type="checkbox"/>	[REDACTED]		None	[REDACTED]	Active

**Step 4:**

If correct:  
Select the approve checkbox to approve the absence.

OR

Select All

OR if not correct  
Proceed to Step 5

Approve

OR

Select All

**Step 5:**

To Change the Review Status select from the drop down.

**NOTE:**  
Selecting "Reviewed" will keep the absence showing on this page for future reference, but will not approve the absence. It will also change the entry status so that it cannot be changed by the employee.

Absence Name	Begin Date	End Date	Duration	Unit Type	Approve	Review Status	Entry Comments
Sick - Family Care	12/15/2011	12/15/2011	8.00000	Hours	<input type="checkbox"/>	▼	<a href="#">Entry Comments</a>
Sick - Family Care	12/16/2011	12/16/2011	8.00000	Hours	<input type="checkbox"/>	Needs Corr Reviewed	<a href="#">Entry Comments</a>

↑

**Step 5b**

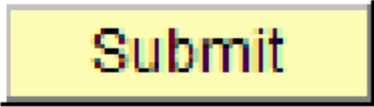
Selecting "Needs Corr" requires the Employee to fix time in self-service.

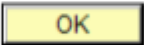
It will notify the employee via e-mail that the entry needs to be corrected.


Click on "Entry Comments" and enter information so that your employee is aware of the correction needed.

Unit Type	Review Status	Entry Comments
Hours	Reviewed ▼	<a href="#">Entry Comments</a>
Hours	Needs Corr ▼	
Hours	▼	

Please enter comments so that your employee is aware of the correction needed. Such as, "CHANGE DATE" OR "HOURS SHOULD BE\_\_"

<p><b>Step 7:</b> To Submit Approvals or Status Changes, click Submit</p>	
---	---

<p>Step 8: Click OK</p>	<p><b>Approval Confirmation</b></p> <p>✓ 1 Absence Event was approved and any Review Status changes were saved.</p> 
-----------------------------	---

<p>Step 9: <u>If a correction was requested in Step 5:</u> Once employee has corrected the hours THEN Start back at Step 1 to approve</p>	<p><b>Step 1:</b> Go to: Manager Self Service&gt;Time Management&gt;Approve Time and Exceptions&gt;Approve Reported Absences</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div data-bbox="737 1524 1005 1640" style="border: 1px solid gray; padding: 5px;"> <p>▼ Manager Self Service</p> <ul style="list-style-type: none"> <li>▷ Time Management</li> <li>▷ Workforce Administration</li> <li>▷ Compensation</li> <li>▷ Time and Labor</li> </ul> </div> <div data-bbox="1032 1524 1421 1640" style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p> <b>Approve Reported Absences</b> Review employees time and absences and for accuracy and flag as approved or needs correction.</p> </div> </div>
---	--