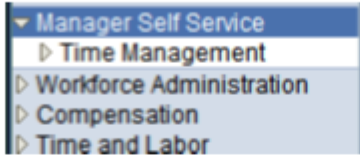



Time Keeper Review Absences

This guide outlines the process to review employee absences.

Step 1:

Go to:
 Manager Self
 Service>Time
 Management>Approve
 Time and Exceptions>
 Approve Reported
 Absences

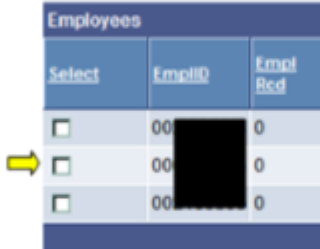
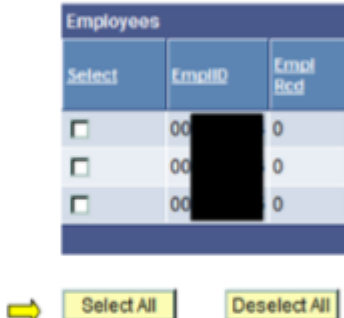



Step 2:

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

OR

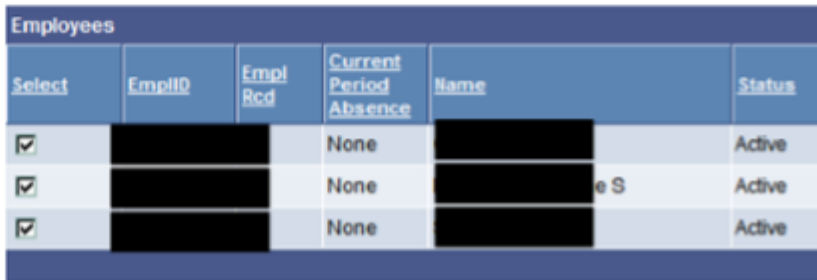
Click on the "Select All" button to view absences for all employee(s) listed.

Step 3:

Select Continue

[Click for Instructions](#)



Step 4:

To Change the Review Status select from the drop down.

NOTE:

Selecting "Reviewed" will keep the absence showing on this page for Manager approval. 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	Review Status	Entry Comments
Sick - Family Care	12/15/2011	12/15/2011	8.00000	Hours	<input type="text"/>	Entry Comments
Sick - Family Care	12/16/2011	12/16/2011	8.00000	Hours	Needs Corr Reviewed	Entry Comments





Step 4b

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	Entry Comments
Hours	Needs Corr	
Hours	<input type="text"/>	

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

Step 7:

To Submit Approvals or Status Changes, click Submit

Submit

<p>Step 8: Click OK</p>	<div style="text-align: center;"> <h3>Approval Confirmation</h3> <p>✓ Changes to Review Status were saved.</p> <p><input type="button" value="OK"/></p> </div>
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<p>Step 9:</p> <p><u>If a correction was requested in Step 5:</u></p> <p>Once employee has corrected the hours</p> <p>THEN</p> <p>Start back at Step 1 to review</p>	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>Step 1:</p> <p>Go to:</p> <p>Manager Self Service>Time Management>Approve Time and Exceptions>Approve Reported Absences</p> </div> <div style="flex: 1; border-left: 1px solid gray; padding-left: 10px;">  <ul style="list-style-type: none"> ▼ Manager Self Service <ul style="list-style-type: none"> ▷ Time Management ▷ Workforce Administration ▷ Compensation ▷ Time and Labor </div> <div style="flex: 1; padding-left: 10px;">  <p>Approve Reported Absences Review employees time and absences and for accuracy and flag as approved or needs correction.</p> </div> </div>
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