Manager Approval

This guide outlines the process to approve 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
**Step 4:**

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

OR
Select All

OR if not correct
Proceed to Step 5

**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.

**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.

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 Button]

**Step 8:**
Click OK

![Approval Confirmation]

**Step 9:**
If a correction was requested in Step 5:
- Once employee has corrected the hours
- THEN
- Start back at Step 1 to approve

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