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
**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.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Unit Type</th>
<th>Review Status</th>
<th>Entry Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick-Family Care</td>
<td>12/15/2011</td>
<td>12/15/2011</td>
<td>8.00000 Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sick-Family Care</td>
<td>12/16/2011</td>
<td>12/16/2011</td>
<td>8.00000 Hours</td>
<td></td>
<td>Reviewed</td>
<td></td>
</tr>
</tbody>
</table>

**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.

**Step 7:**
To Submit Approvals or Status Changes, click Submit.

Please enter comments so that your employee is aware of the correction needed. Such as, “CHANGE DATE” OR “HOURS SHOULD BE__”
### Step 8:
Click OK

**Approval Confirmation**

☑ Changes to Review Status were saved.

OK

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

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**Step 1:**
Go to:
Manager Self
Service>Time
Management-Approve
Time and Excuses>
Approve Reported
Absences

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**Approve Reported Absences**
Review employees time and absences and for accuracy and flag as approved or needs correction.