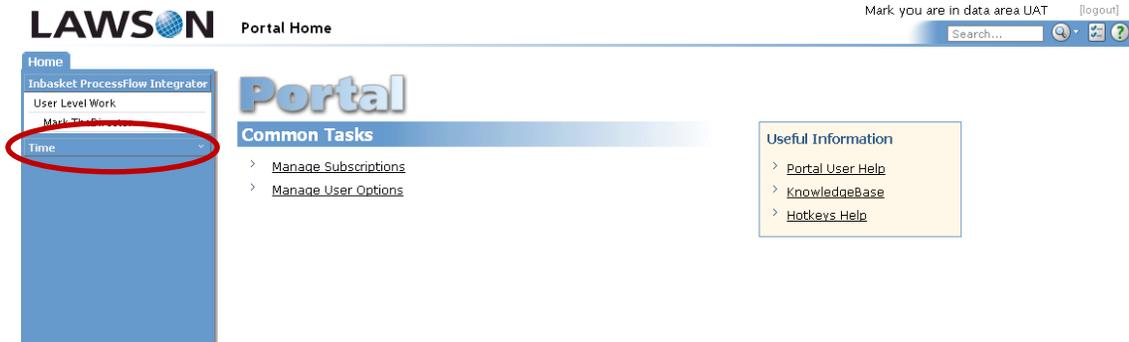


Absence Request Approval Functions – Direct Reports

Purpose: These instructions are for approving absence request for direct reports.

For Absence request approvals for *direct reports* supervisors will go to the **Time** bookmark. It is important that supervisors monitor their queue daily in order to approve or reject absence requests affecting the current payroll period.



Click on the **Time Approval** link.



Click on the **Absence Requests** link.

Mark you are in data area UAT [logout] Search...

Home Region

Reset Prev Next Save

Resource Begin Date - End Date Error Comments

No Time Items Found.

Timecard Approval

Timecards

- Proxy Timecards
- Time Adjustments
- Proxy Time Adjustments
- Absence Requests**
- Proxy Absence Requests
- Incomplete Timecards
- Proxy Incomplete Timecards

Timecards

Display by Detail

Display by Summary

Filter Criteria

Resource Name

Reported After

Activity Code

Activity Description

Status

Submitted

Find

As the supervisor (Mark, The Director of Jennifer, Middle Manager2) you will see her annual leave request for February 9th. The lines have re-ordered themselves with the second half of the day on top of the first half. A request to change the order of the dates has been made. If the supervisor grants approval he will **Recommend "yes"** and leave **Un-Authorized** field blank and click **Approve**. These questions by are replacing the functionality of the prior hard-copy leave request form.

Mark you are in data area UAT [logout] Search...

Home Region

Reset Prev Next Save

Requested By Pay Event Position Date Hours Recommendation Status Un-authorized

Middle Manager2, Jennifer	ANNUAL LEAVE USAGE	09-Feb-2012	from 13:00 to 16:30 for 3.50 hours	Yes	Approve	Reject	Submitted	
Middle Manager2, Jennifer	ANNUAL LEAVE USAGE	09-Feb-2012	from 08:00 to 12:00 for 4.00 hours	Yes	Approve	Reject	Submitted	with pay w/o pay

Application for Leave Request Approval List

Timecards

- Proxy Timecards
- Time Adjustments
- Proxy Time Adjustments
- Absence Requests**
- Proxy Absence Requests
- Incomplete Timecards
- Proxy Incomplete Timecards

Note

Absence Request date(s) that will fall on locked/approved timecards after approval will have to be entered manually in time adjustment.

Filter Criteria

Resource Name

Approval Type

Normal

Date Range

From

To

Find

In this example the supervisor will be **approving** the afternoon request and **rejecting** the morning request. You will need to contact the employee by phone or e-mail to ensure they know you have rejected part of their request.

Application for Leave Request Approval List

Requested By	Pay Event	Position Date	Hours	Recommend	Status	Un-Authorized
Middle Manager2, Jennifer	ANNUAL LEAVE USAGE	09-Feb-2012	from 13:00 to 16:30 for 3.50 hours	Yes <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Submitted	<input type="button" value="Submitted"/>
Middle Manager2, Jennifer	ANNUAL LEAVE USAGE	09-Feb-2012	from 08:00 to 12:00 for 4.00 hours	Yes <input type="button" value="Approve"/> <input type="button" value="Reject"/>	Submitted	<input type="button" value="Submitted"/>

Logging in as the employee to see if the supervisor has approved my time I will go to the **Time** bookmark.

Portal Home

Common Tasks

- Manage Subscriptions
- Manage User Options

Useful Information

- Portal User Help
- KnowledgeBase
- Hotkeys Help

Click on the **Absence** link.

Portal Home

Common Tasks

- Manage Subscriptions
- Manage User Options

Useful Information

- Portal User Help
- KnowledgeBase
- Hotkeys Help

As you can see the **Available** balance is still 95.88 as the absence request will not affect the balance. Next you will go to **Absence Requests**.

Lawson Absence Plan Balances for Middle Manager2, Jennifer

Home Region Absence Balance My Balances Absence Requests Balances Proxy Proxy Absence Requests

Reset Prev Next Save

Plan	Position	Reserved	Available	Pending	Rejected	Current Pay Period (since as of date)		Future Requests	Add Request
						Reported	Balance		
Plan: Annual Leave Pay	Position:	as of 20-Jan-2012 0.00	95.88	through 26-Jan-2012 0.00	0.00	0.00	95.88	Future Requests	Add Request
Plan: COMPENSATORY TIME	Position:	as of 20-Jan-2012 0.00	60.50	through 26-Jan-2012 0.00	0.00	0.00	60.50	Future Requests	Add Request
Plan: FLOATING HOLIDAY	Position:	as of 20-Jan-2012 0.00	7.50	through 26-Jan-2012 0.00	0.00	0.00	7.50	Future Requests	Add Request
Plan: SICK LEAVE	Position:	as of 20-Jan-2012 0.00	437.48	through 26-Jan-2012 0.00	0.00	0.00	437.48	Future Requests	Add Request
Plan: FISCAL YEAR BONUS LEAVE	Position:	as of 20-Jan-2012 0.00	0.00	through 26-Jan-2012 0.00	0.00	0.00	0.00	Future Requests	Add Request
Plan: NO BALANCE CATEGORY	Position:	as of 31-Jan-2012 0.00	0.00	through 09-Feb-2012 0.00	0.00	0.00	0.00	Future Requests	Add Request

As you can see when you go to Absence Request Update, one status is **Approved/Reported** and the other is **Rejected**. Be aware that there are options under **Filter Criteria** as both a time reporter and approver to view different **dates** and **statuses**.

Lawson Absence Request Update

Home Region Absence Balance My Balances Absence Requests Balances Proxy Proxy Absence Requests Filter Criteria Plan All Status All Date Range From 10-Jan-2012 To 10-Mar-2012 Find

Add Submit Reset Prev Next Save

Date	HR In	Min In	HR Out	Min Out	Hours	Pay Event	Name	Description	Submit Status	Delete
Plan: Annual Leave Pay										
Position: Total 7.50										
09-Feb-2012	13 00	:	16 30		3.50	ANNUAL LEAVE USAGE	Jennifer Middle Manager2		Approved/Reported	
09-Feb-2012	08	00	12	00	4.00	ANNUAL LEAVE USAGE	Jennifer Middle Manager2	vacation	Rejected	