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**Quick Guide: Approving**

**ABSENCE REQUESTS**

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| **Action** | **Information** |
| 1. Navigate to the Multiple Absence Requests page
* Click the Navigator icon in the upper right corner to open the Menu.

Navigation:**Menu > Manager Self Service > Time Management >Approve Time & Exceptions> Multiple Absence Requests** |  |
| 1. Save as favorite
* Click the three dots next to the navigator
* Select “Add To Favorites”
* Use the “heart” button to open in the future
 |   |
| 1. Employees with time pending approval will be listed
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| 1. Click the “Search” button to change/update the search criteria to find specific employees
 | A black arrow pointing to the right  Description automatically generated |
| 1. Select the boxes of the transactions you want to action

-**Approve**: approves the request-**Deny**: denies the request-**Pushback**: pushes the request back so the originator can revise.* An email confirmation is sent to the employee
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