Approve Absences

Overview

This job aid shows managers how to approve absences.

Approval notification

Approvers receive email notification when they have an approval waiting. This is an example of an approval notification email.

> From:
> Sent: Wednesday, March 16, 2022 10:49 AM
> To:
> Subject: This Absence Request has been Submitted
>
> The following Absence Request has been Submitted
>
> Employee Id: 100009132 - Rebecca Meza
> Department: Office of Alumni Engagement
> Job Title: Administrator I
> Absence Start Date: 2022-03-17
> Absence Name: 251639 - CSU VACAT - Vacation
> Absence End Date: 2022-03-17
> Status: Submitted
> Comments:
>
> Please use the following link to view the transaction:
> https://chr.hrdev.cmsdc.calstate.edu/psp/HACHRDVL/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.GP_ABS_SS_XFER.GBL?
> Action=U&TRANSACTION_NBR=850&EMPLID=100009132&EMPL_RCD=0&BGN_DT=2022-03-
> 17&PIN_TAKE_NUM=251639&END_DT=2022-03-17

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Action	Information
1. Open the Manager Self Service Homepage	**Manager Self Service** ▼ If you have access to multiple Homepages, select Manager Self Service from the Homepage menu.
2. Click the **Approvals** tile.	Approvals The number in the bottom corner of the tile indicates the number of pending approvals.

Action	Information

3. Click a request to approve.	**Pending Approvals**
	
	All
	
	Absence Request Sick Leave, 8 Hours - ELIGIBLE
	06/22/2020
	👥 Delegated by
	
	• You can filter the list by clicking the filter button ▽. The following filters are available:
	   - Requester
	   - From
	   - Date

4. On the Absence Request page, click a button to respond:
   - **Approve**
   - **Deny**
   - **Pushback**
	‹ Pending Approvals **Absence Request** 🏠 🔍 ⋮ 🧭
	Network Analyst 12 Mo **Approve** **Deny** **Pushback**
	👥 Delegated by
	
	Absence Details
	Absence Name Sick Leave Reason Sick Personal
	Begin Date: 06/22/2020 End Date 06/22/2020
	Partial Days None Duration 8 Hours
	Current Balance 1,240.00 Hours ℹ️ Disclaimer
	     Check Eligibility
	     View Eligibility Details
	
	• **Approve**: Approves the request.
	• **Deny**: Denies the request.
	• **Pushback**: Pushes the request back to a previous step in the approval chain. You can push back to step 0 so the originator can revise.