

How Do I Approve or Deny an Absence Request?

Navigation

1. Log into OneUSG Connect.
2. Click the **Employee Self Service** drop down and click **Manager Self Service**.
3. Click the **Team Time** tile.
4. Select **Absence Requests**.

Act on the Absence Request

5. The **Absence Requests** page holds all absence requests pending your approval, regardless how the employee submitted the request (**Request Absence** page or **timesheet**).
6. Select the **Employee Name** link to review a particular request.
7. Review the absence details and current balance information.
8. Enter any comments you wish to include with the absence request. If you are denying or pushing the request back, use the **Comments** field to indicate why.
9. Click the desired action button (**Approve**, **Deny** or **Pushback**):
 - a. **Approve**: authorizes the employee absence
 - b. **Deny**: rejects the employee absence request
 - c. **Pushback**: returns the absence request to the employee for updates or revisions
10. The system displays an informational message, confirming the selected action. Click the **Submit** button to continue.
11. The system displays a second message indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and press the **Submit** button again, as needed.



Complete the Task/Sign Out of Application

12. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



13. Click the **Sign Out** option in the listing.

