Overview/Description
This process describes the steps necessary in approving an Extended Absence Request Using the Navigator Menu.

Prerequisite(s)
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Instructions

Navigation
1. Log into OneUSG Connect

2. From Employee Self Service or Manager Self Service, click the NavBar button

3. Click the Navigator Button.

4. Click the Global Payroll & Absence Mgmt menu.
5. Click the **Payee Data** menu.

6. Click **Maintain Absences** menu.
7. Click **Administer Extended Absence** menu.

8. Click the **Approve** button associated with the desired extended absence request.
   
   NOTE: To make changes to a pending extended absence request prior to approval, click the **Edit** button.
9. Click the **Approve** button for the selected extended absence request.  
   **NOTE:** if you wish to **Deny** or **Push Back** the request you do it at this point.

10. On the **Approval Confirmation** page, click the **Yes** button.
11. Click the **OK** button.

12. You have successfully completed the **Approving an Extended Absence Request Using the Navigator Menu** topic.