

How Do I Approve or Deny an Absence Request?

Navigation

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Team Time** tile.
3. Select **Absence Requests**.
4. The **Absence Requests** page holds all absence requests pending your approval.
 - a. To see absence requests that you have approved or denied, change the selection in the drop down for Show Requests by Status and click the Refresh button.
5. Select the **Employee Name** link to review a particular request.
6. Review the absence details and current balance information.
7. 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.
8. 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
9. Click the **Submit** button.
10. Click **Yes** or **No** on the **Confirmation** page.
11. Click **OK** for the confirmation.

