Overview/Description

This job aid describes the steps necessary to approve or deny an absence request in OneUSG Connect Manager Self Service (MSS).

**Note:** All absence requests are accessible for approval via Manager Self Service > Team Time > Absence Request navigation.

Prerequisite

Employee has entered and submitted an absence request via the Employee Timesheet or the Absence Request page.

Instructions

1. Log in to OneUSG Connect.
2. Click Team Time on the MSS homepage.

Navigation

Manager Self Service > **Team Time**
3. Access Absence Requests.

On the **Time** page, click **Absence Requests**.

4. Review and Approve Pending Absence Requests.

   a. From the list of pending **Absence Requests**, select the **Name** of the employee associated with the absence request you wish to review.

Note: The Absence Request will open in one of two ways depending on the method of submission.
4.1. Absence request submitted via Absence Request page.
   a. The details of the absence request are seen here.
   b. The approver can add Approver Comments, if needed.
   c. Click Approve.
   
   ![Absence Request Form]

   d. A confirmation window will populate.
   e. Optional: Add any Approver Comments.
   f. Click Submit.
   
   ![Confirmation Window]

   g. The absence request now shows as Approved.
   
   ![Approved Absence Request]
4.2. Absence request submitted via the **Employee Timesheet**.

a. Click the **Last Name** of the employee you wish to review.

b. Once the timesheet populates, click the **Absence** tab. Here you will see any absences that are awaiting approval for this employee for this calendar period.

c. Select the radio button for each **Absence Take** you wish to approve.
d. While on the **Absence** tab with the radio buttons selected, click **Approve**.

![Absence tab screenshot]

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Start/End</th>
<th>Duration</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/29/2020</td>
<td>Vacation</td>
<td>09:00</td>
<td>8.00</td>
<td>Details</td>
</tr>
</tbody>
</table>
```

![Approval button]

e. A confirmation message will pop up, click **Yes**.

![Confirmation message]

```
Are you sure you want to approve the time selected? (13564,2500)
```

Once Approved the status cannot be reverted back.

Select Yes to confirm and complete the status change. No to return to the page without updating the status.

![Yes button]

f. **Approve Confirmation** will populate, click **OK**.

![Approve Confirmation]

```
Selected transactions were successfully approved.
```

![OK button]

g. The absence request is now **Approved**.

![Approved absence]

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