

University of South Carolina Absence Management - MSS Approve Absence/Cancel Absence Requests

How to approve absence and cancel absence requests:

This job aid outlines how a manager can approve an absence and cancel absence requests initiated from the Request Absence tile. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

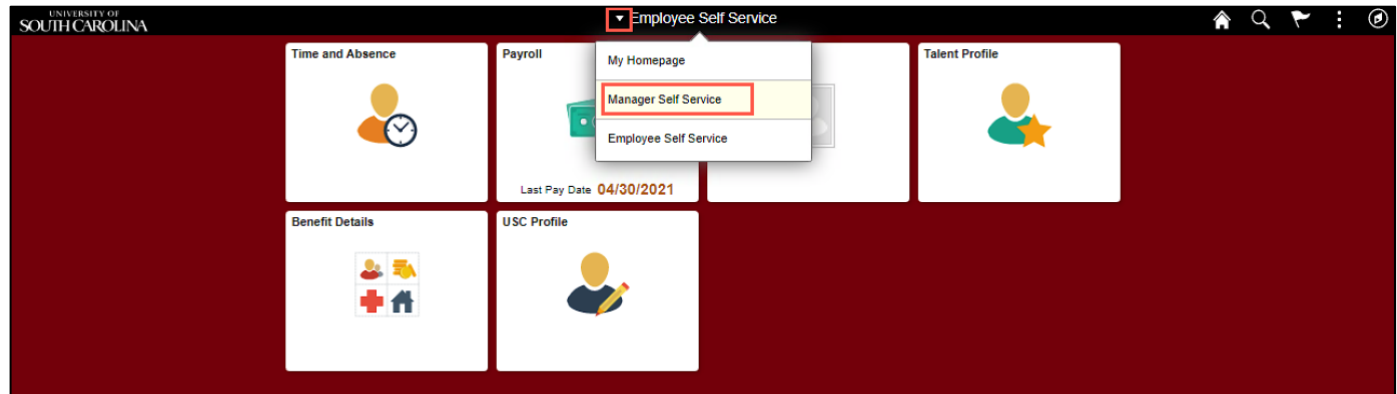
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots

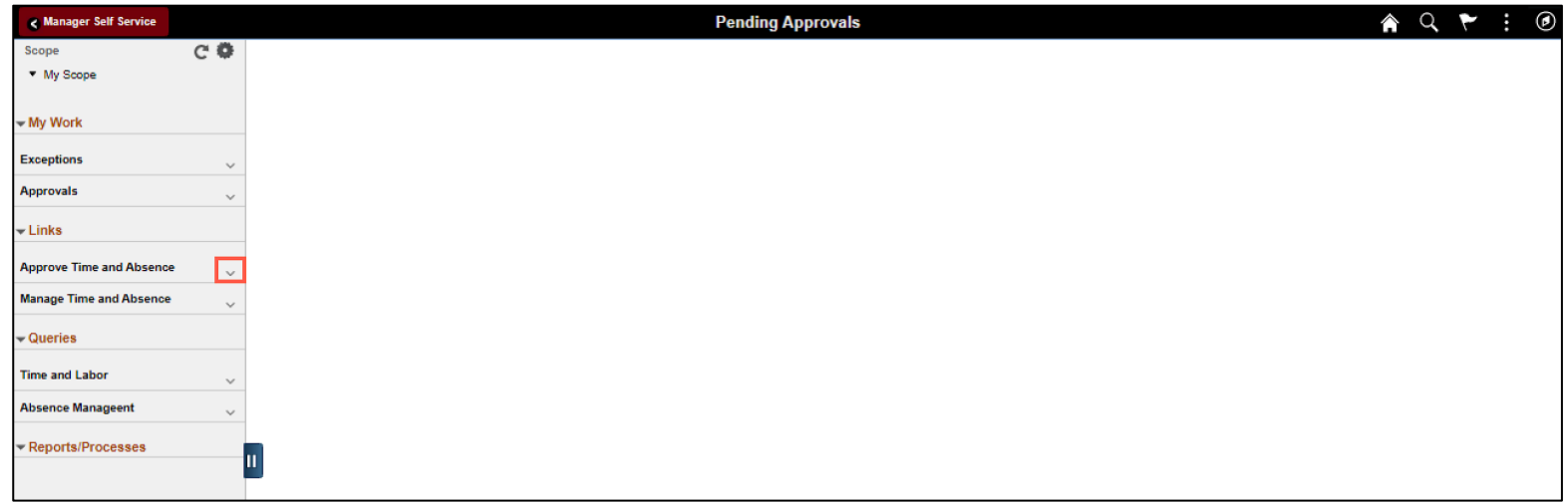


University of South Carolina Absence Management - MSS Approve Absence/Cancel Absence Requests

Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

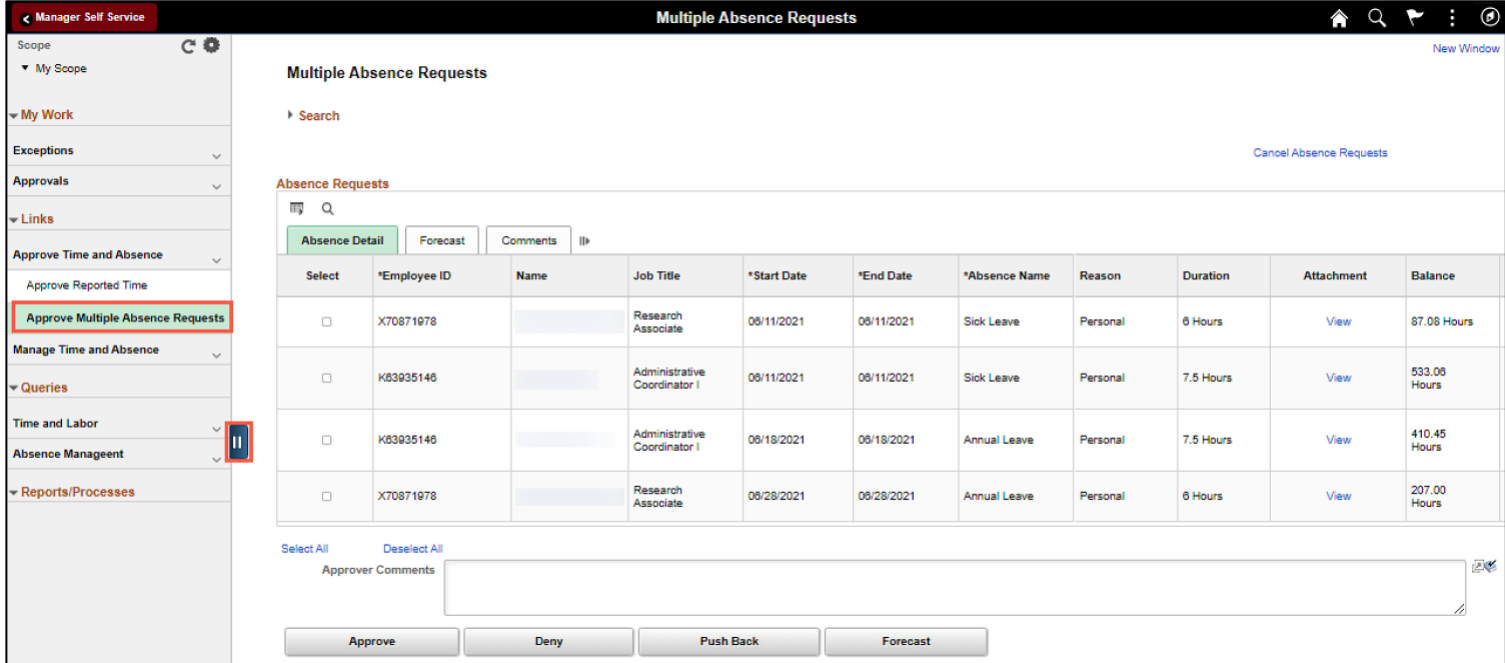
Step 3: Click the **Approve Time and Absence** drop-down arrow.



University of South Carolina Absence Management - MSS Approve Absence/Cancel Absence Requests

Step 4: Click **Approve Multiple Absence Requests** from the options list.

Step 5: Click the **Expand Page** icon to see a full view of the Enter Time page. This will reduce the amount of scrolling you will have to do to complete the task.



Multiple Absence Requests

Search

Cancel Absence Requests

Absence Requests

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance
<input type="checkbox"/>	X70871978		Research Associate	06/11/2021	06/11/2021	Sick Leave	Personal	6 Hours	View	87.06 Hours
<input type="checkbox"/>	K63935146		Administrative Coordinator I	06/11/2021	06/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours
<input type="checkbox"/>	K63935146		Administrative Coordinator I	06/18/2021	06/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours
<input type="checkbox"/>	X70871978		Research Associate	06/28/2021	06/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours

Select All Deselect All

Approver Comments

Approve Deny Push Back Forecast

University of South Carolina Absence Management - MSS Approve Absence/Cancel Absence Requests

When you click the Approve Multiple Absence Requests link a list of your direct reports who have submitted leave requests appears. Validate each employee's absence details before taking action.

The list will only include approvals up to 3 months. If you want to see a future dated absence beyond that the end date will need to be change the date.

Step 6: To change the end date, click the **Search** drop-down arrow to view additional search fields.

Step 7: The status defaults to **My Pending**. You can select to view absences in the status of approved, denied, or pushed back.

Step 8: Enter an end date in the **Through Date** Field.

Step 9: Click the **Search** button.

Multiple Absence Requests

Search

Work Flow Status: My Pending

From Date: 03/16/2021

Through Date: 09/12/2021

Search

Multiple Absence Requests

Search

Cancel Absence Requests

Absence Requests

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input checked="" type="checkbox"/>	X70871978		Research Associate	09/11/2021	09/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	09/11/2021	09/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	09/18/2021	09/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	X70871978		Research Associate	09/28/2021	09/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted

Select All Deselect All

Approver Comments

Approve Deny Push Back Forecast

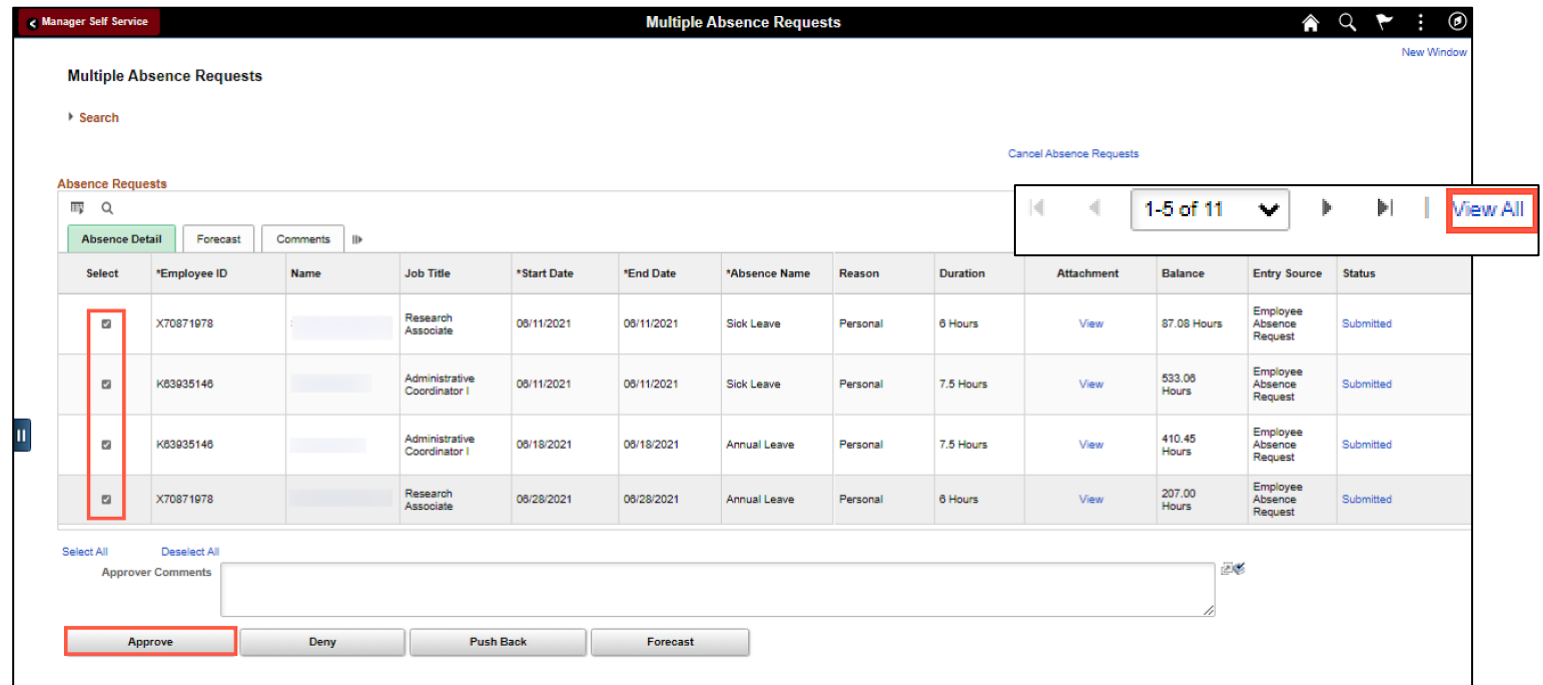
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Approvers can take one of the following three actions by clicking the associated button:

- **Approve:** The absence request is approved.
- **Deny:** The absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.
- **Push Back (needs rework):** The request is neither approved nor denied. You need additional information, or the request requires correction. Enter an appropriate comment to notify employee of the reason and specify any additional information needed.

Step 10: After reviewing all of the request details, click to select each of the Absence Requests and click the **Approve** button.

Note: Use the **View All** link to the expand the list view all absences pending approval.



Multiple Absence Requests

[Cancel Absence Requests](#)

1-5 of 11 [View All](#)

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input checked="" type="checkbox"/>	X70871978		Research Associate	05/11/2021	05/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	05/11/2021	05/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K83935146		Administrative Coordinator I	05/18/2021	05/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	X70871978		Research Associate	05/28/2021	05/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted

Select All Deselect All

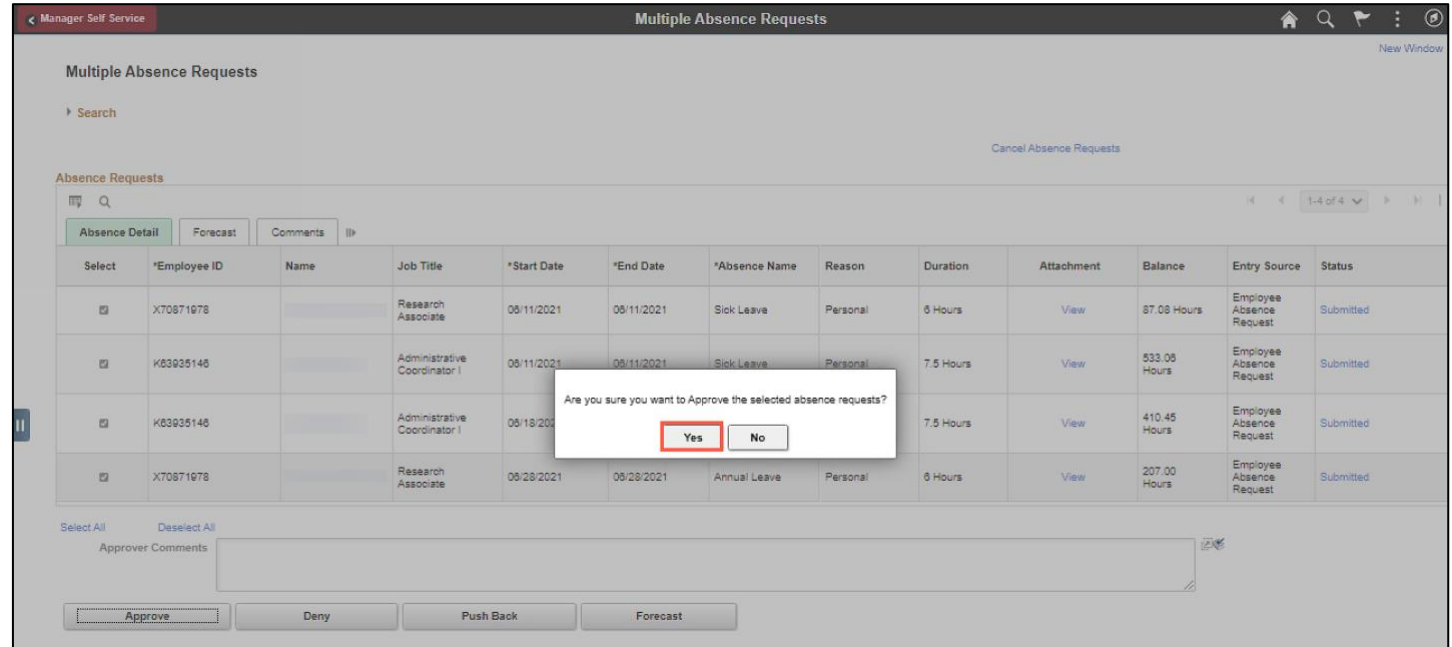
Approver Comments:

[Approve](#) [Deny](#) [Push Back](#) [Forecast](#)

University of South Carolina Absence Management - MSS Approve Absence/Cancel Absence Requests

If a request needs to be denied or pushed back it will need to be selected separately to take the appropriate action.

Step 11: Click the **Yes** button to confirm you would like to approve the selected absence requests.



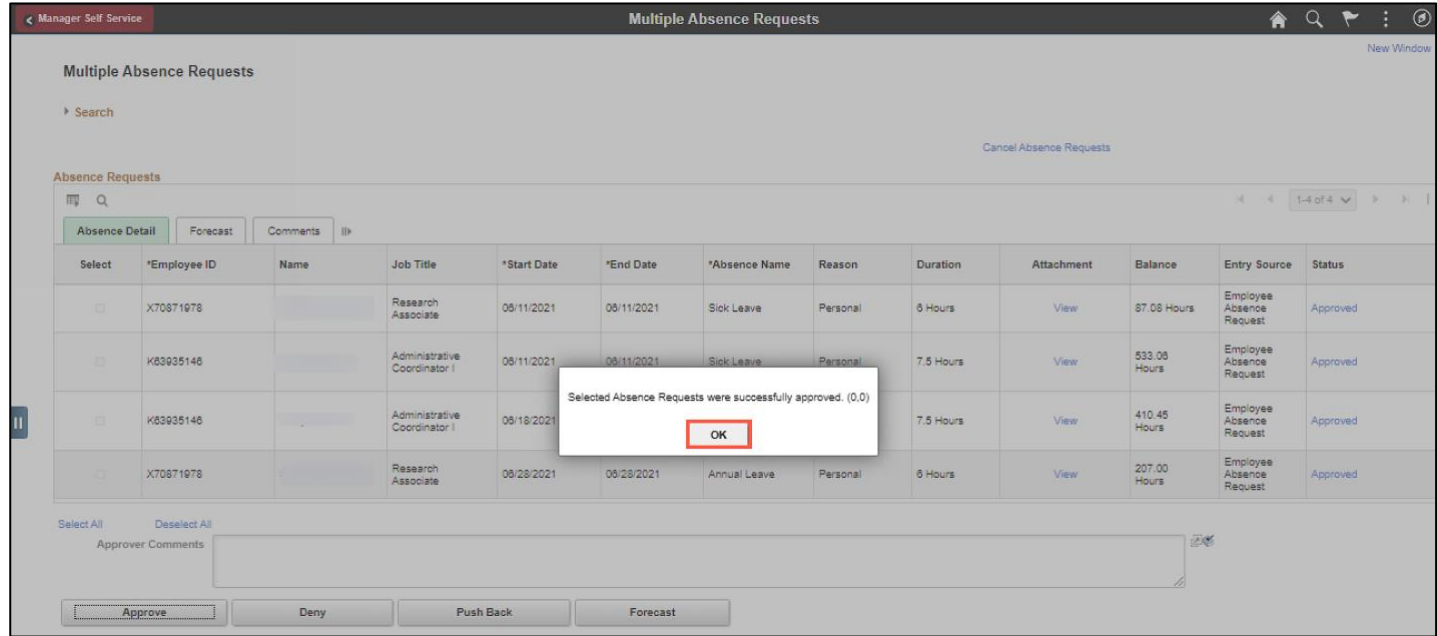
The screenshot shows the 'Multiple Absence Requests' page in the MSS system. A modal dialog box is displayed over the table, asking for confirmation to approve the selected requests. The 'Yes' button in the dialog is highlighted with a red box.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input checked="" type="checkbox"/>	X70871678		Research Associate	09/11/2021	09/11/2021	Sick Leave	Personal	6 Hours	View	87.06 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K63935146		Administrative Coordinator I	09/11/2021	09/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	K63935146		Administrative Coordinator I	09/18/2021				7.5 Hours	View	410.45 Hours	Employee Absence Request	Submitted
<input checked="" type="checkbox"/>	X70871678		Research Associate	09/28/2021	09/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Submitted

Buttons at the bottom of the interface: **Approve**, **Deny**, **Push Back**, **Forecast**.

University of South Carolina Absence Management - MSS Approve Absence/Cancel Absence Requests

Step 12: A message will appear indicating the absences have been approved successfully. Click the **Yes** button to review and approve the Cancel Absence Requests.



The screenshot shows the 'Multiple Absence Requests' interface. A confirmation dialog box is displayed in the center, stating: 'Selected Absence Requests were successfully approved. (0.0)' with an 'OK' button highlighted in red. The background interface includes a search bar, a table of absence requests, and action buttons at the bottom.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input type="checkbox"/>	X70871978		Research Associate	05/11/2021	05/11/2021	Sick Leave	Personal	6 Hours	View	87.08 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935148		Administrative Coordinator I	05/11/2021	05/11/2021	Sick Leave	Personal	7.5 Hours	View	533.08 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935148		Administrative Coordinator I	05/18/2021				7.5 Hours	View	410.45 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	X70871978		Research Associate	05/28/2021	05/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Approved

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Notice the Absence Requests are approved.

Step 13: To approve any cancelled absence requests, click the **Cancel Absence Requests** link.

Manager Self Service
Multiple Absence Requests
New Window

Multiple Absence Requests

Search

[Cancel Absence Requests](#)

Absence Requests

Sort
Q
1-4 of 4

Absence Detail
Forecast
Comments

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input type="checkbox"/>	X70871978		Research Associate	06/11/2021	06/11/2021	Sick Leave	Personal	6 Hours	View	87.06 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935146		Administrative Coordinator I	06/11/2021	06/11/2021	Sick Leave	Personal	7.5 Hours	View	533.06 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	K83935146		Administrative Coordinator I	06/18/2021	06/18/2021	Annual Leave	Personal	7.5 Hours	View	410.45 Hours	Employee Absence Request	Approved
<input type="checkbox"/>	X70871978		Research Associate	06/28/2021	06/28/2021	Annual Leave	Personal	6 Hours	View	207.00 Hours	Employee Absence Request	Approved

Select All Deselect All

Approver Comments

Approve
Deny
Push Back
Forecast

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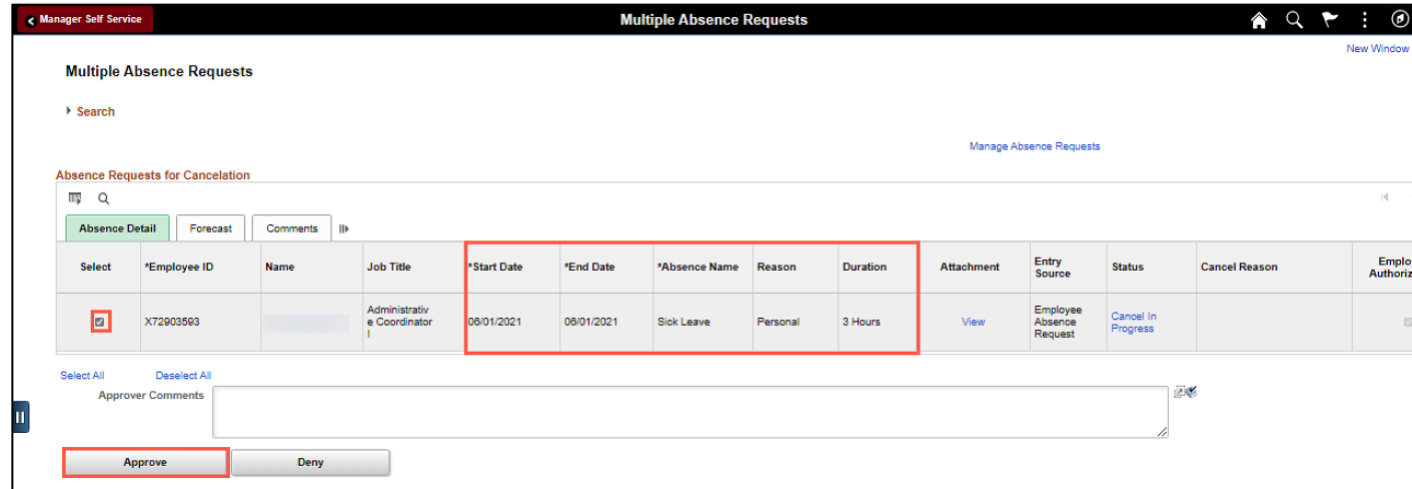
Validate each employee's cancel absence details before taking action.

Approvers can take one of the following two actions by clicking the associated button:

- **Approve:** The cancel absence request is approved.
- **Deny:** The cancel absence request has been denied. Enter an appropriate comment notifying the employee of the reason for denial.

Step 14: After reviewing all of the request details, click to select each of the Cancel Absence Requests and click the **Approve** button.

If a cancel request needs to be denied it will need to be selected separately to take the appropriate action.



Multiple Absence Requests

Search

Manage Absence Requests

Absence Requests for Cancellation

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authoriz
<input checked="" type="checkbox"/>	X72903593		Administrative Coordinator	08/01/2021	08/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Cancel In Progress		

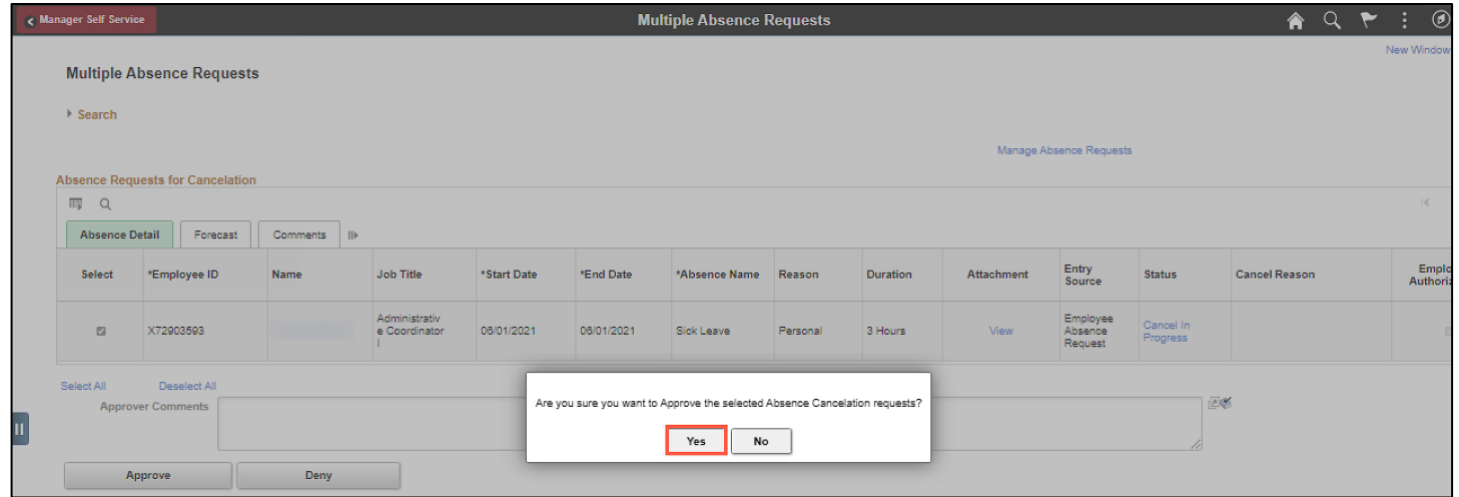
Select All Deselect All

Approver Comments

Approve Deny

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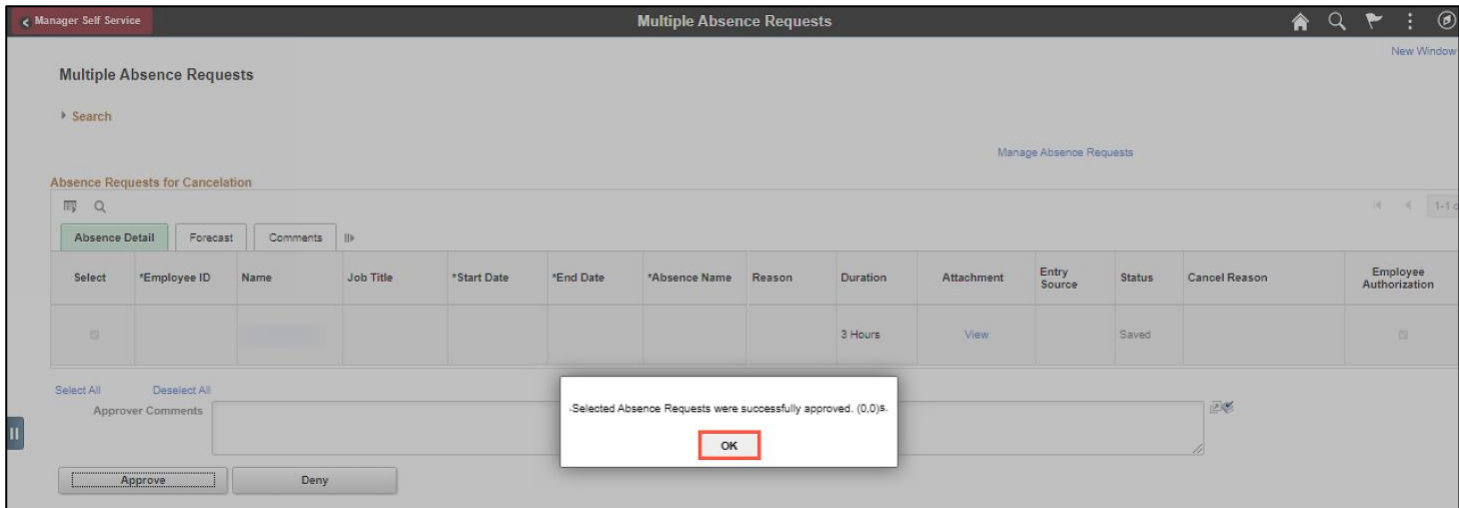
Step 15: Click the **Yes** button to confirm you would like to approve the selected cancel absence requests.



The screenshot shows the 'Multiple Absence Requests' interface. A table lists absence requests for cancellation. One request is selected, and a confirmation dialog box is displayed over the table. The dialog box asks: "Are you sure you want to Approve the selected Absence Cancellation requests?". The "Yes" button is highlighted with a red box.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authori
<input checked="" type="checkbox"/>	X72903593		Administrativ e Coordinator	08/01/2021	08/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Cancel In Progress		

Step 16: A message will appear indicating the cancel absences have been approved successfully. Click the **Yes** button to review and approve the Cancel Absence Requests.



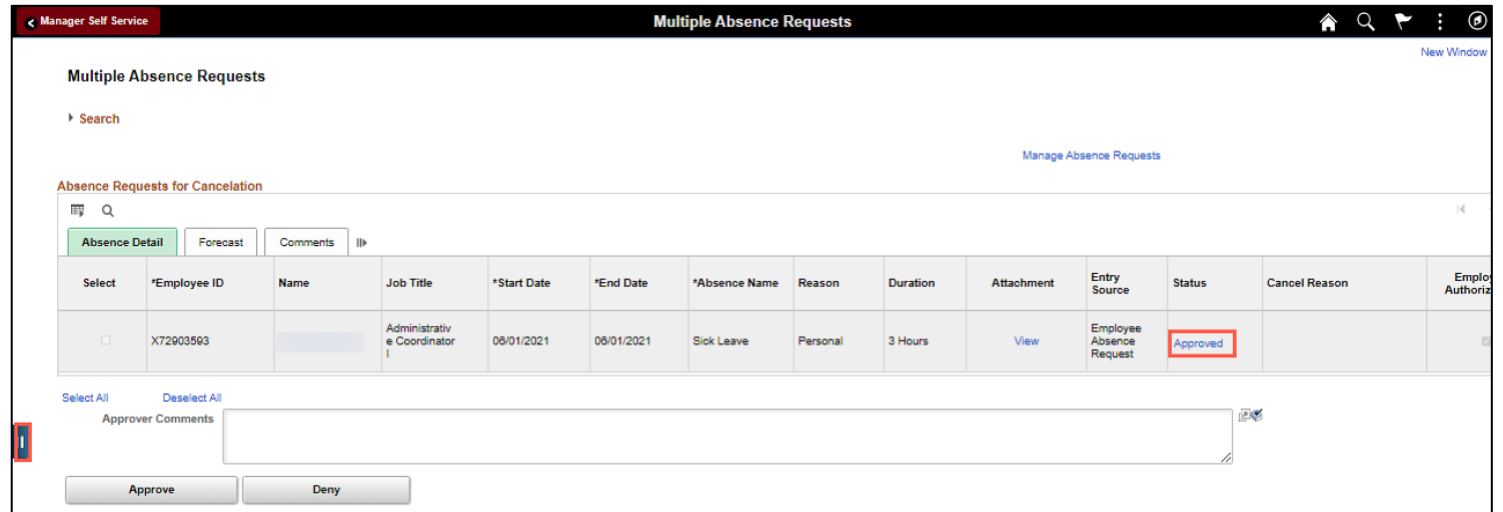
The screenshot shows the 'Multiple Absence Requests' interface after the request has been approved. A success message dialog box is displayed over the table. The dialog box says: "Selected Absence Requests were successfully approved. (0,0)s". The "OK" button is highlighted with a red box.

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Employee Authorization
<input type="checkbox"/>								3 Hours	View		Saved		<input type="checkbox"/>

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Notice the Cancel Absence Request is approved.

Step 17: Click the **Expand Page** icon to view the workcenter's left navigation to continue viewing, entering, and/or approving timesheets and absence requests.



Multiple Absence Requests

Search

Manage Absence Requests

Absence Requests for Cancellation

Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Entry Source	Status	Cancel Reason	Emplo Authoriz
<input type="checkbox"/>	X72903593		Administrative Coordinator	08/01/2021	08/01/2021	Sick Leave	Personal	3 Hours	View	Employee Absence Request	Approved		<input type="checkbox"/>

Select All Deselect All

Approver Comments

Approve Deny

You successfully learned how to approve an absence and cancel absence requests.