



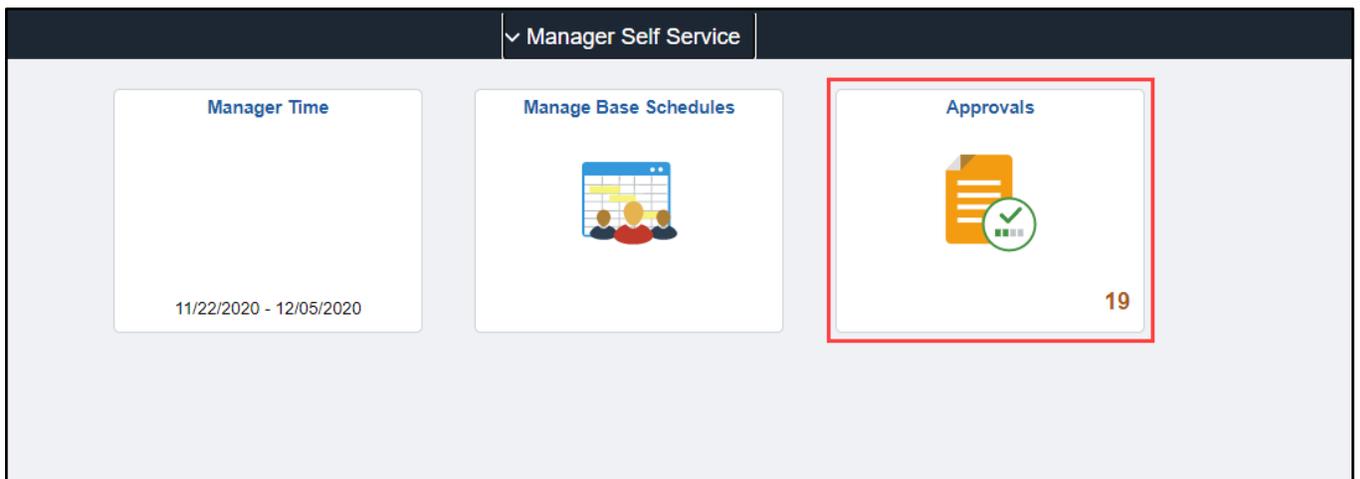
Approving Absence Requests (Supervisor)

Follow this job aid to learn how to Approve Absence Requests as a Supervisor once you have received notification in HR Links of a request from your employee. *Note: If you are a 2nd level supervisor who is approving absence requests on behalf of a subordinate supervisor, refer to the 2nd section of this guide. You won't receive a notification when the leave request is submitted.*

- [Approving Absence Requests from Approvals Tile](#)
- [Approving Absence Requests from the Manager Time Tile](#)

Approving Absence Requests from Approvals Tile

1. Select the **Approvals** tile from the Manager Self Service homepage.

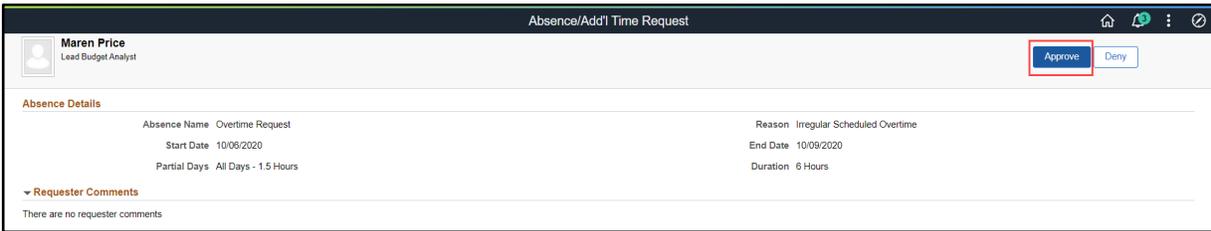


2. Select the **Absence Request** row of the employee for whom you want to approve an Absence Request.

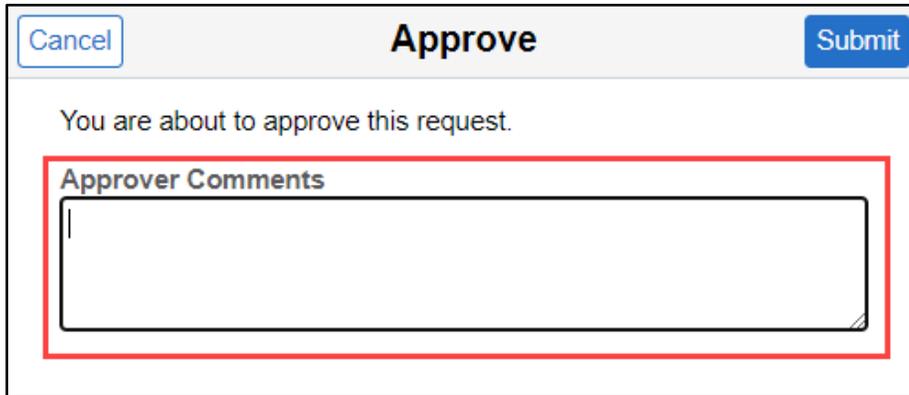




3. Review the request. Select **Approve** to approve the request.



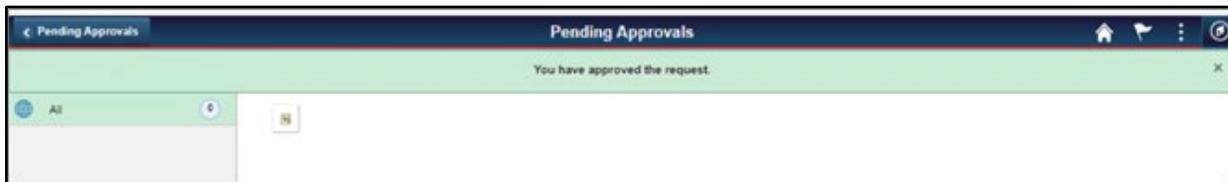
4. Enter any **approver comments** if necessary.



5. Select the **Submit** button.



6. A green banner stating **“You have approved the request”** will appear at the top of your screen.



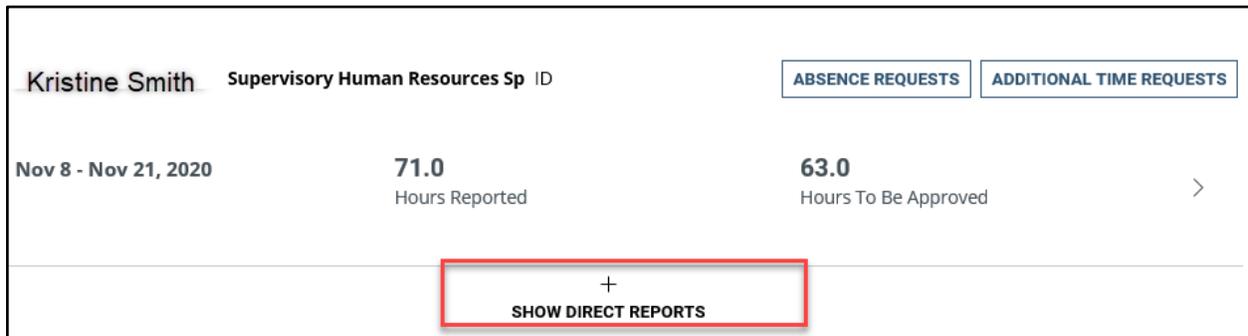
Congratulations! You have successfully approved an absence request in HR Links!



Approving Absence Requests from the Manager Time Tile

Please follow these instructions if you are a 2nd level supervisor approving absence requests.

1. Select the **Manager Time** tile from the Manager Self Service homepage. Select the manager's timesheet and then select **"show direct reports"**.



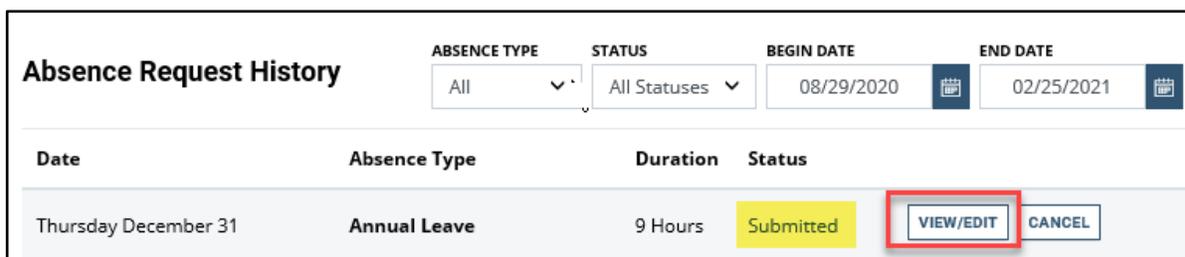
The screenshot shows the Manager Time tile for Kristine Smith, Supervisory Human Resources Sp ID. It displays the period Nov 8 - Nov 21, 2020, with 71.0 Hours Reported and 63.0 Hours To Be Approved. A red box highlights the '+ SHOW DIRECT REPORTS' button.

2. Select the **Absence Requests Button**.



The screenshot shows the Manager Time tile for Shamar Durham, Assisted Acquisition Project M ID: 00000746. It displays the period Oct 11 - Oct 24, 2020, with 80.0 Hours Reported and 0.0 Hours To Be Approved. A red box highlights the 'ABSENCE REQUESTS' button.

3. Select the **View/Edit** button on the line of the absence request that has "Submitted" status.



The screenshot shows the Absence Request History table. The table has columns for Date, Absence Type, Duration, and Status. A row is highlighted for Thursday December 31, Annual Leave, 9 Hours, Submitted. A red box highlights the 'VIEW/EDIT' button.

Date	Absence Type	Duration	Status	
Thursday December 31	Annual Leave	9 Hours	Submitted	VIEW/EDIT CANCEL



4. Select “**submit**” to approve the absence request.

ABSENCE TYPE *
Annual Leave

START DATE * 12/31/2020 **END DATE** 12/31/2020

FULL DAYS **PARTIAL DAYS**

All days are partial hr

Requested Hours [Comments/History](#)

December	Thu
	31
Scheduled	9
Holiday	0
Requested	9

Total Requested Hours: 9.0
Current Annual Leave Balance: 248

CANCEL REQUEST **BACK** **SUBMIT**