QUICK REFERENCE SHEET - MANAGER ABSENCE REVIEW AND APPROVE

Once per pay period, supervisors need to check to see if employees have submitted absences to be reviewed and approved. Employees are expected to log in to Oracle/PeopleSoft HRMS to record absences and approve absences.

Navigate to Oracle/PeopleSoft HRMS from the NDSU home page. From the NDSU Index at the bottom of the NDSU home page, select letter “H”. Select the Human Resources and Payroll link. On the right side of the HR/Payroll home page is a green button labeled “Employee Self-Service”. Selecting that button will take you to the Oracle/PeopleSoft HRMS page. Enter your user ID and password to log in. If you do not know your user ID or password, or are having difficulty logging in to HRMS, please contact the NDUS Help Desk at 866-457-6387 for assistance. The HR/Payroll office does not have user ID or password information.

Once logged in, click the Absence Approval Required Link on the home page, or you can navigate to the Absence Request screen.

**Navigation: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Absence Requests**

If you have an absence to approve, the Absence Approval Required title will be a hyperlink; and there will be a number under the occurrences column.

This will bring up a list of all absence requests pending your approval for the employees that report to you. Choose an employee’s Absence Request by clicking on the hyperlinked name. The following screen displays, detailing the request:
You must take one of the above actions on the request.

If there are no Absence Requests pending, the system will display a message indicating there are no results to display.