


QUICK REFERENCE SHEET - MANAGER ABSENCE REVIEW AND APPROVE

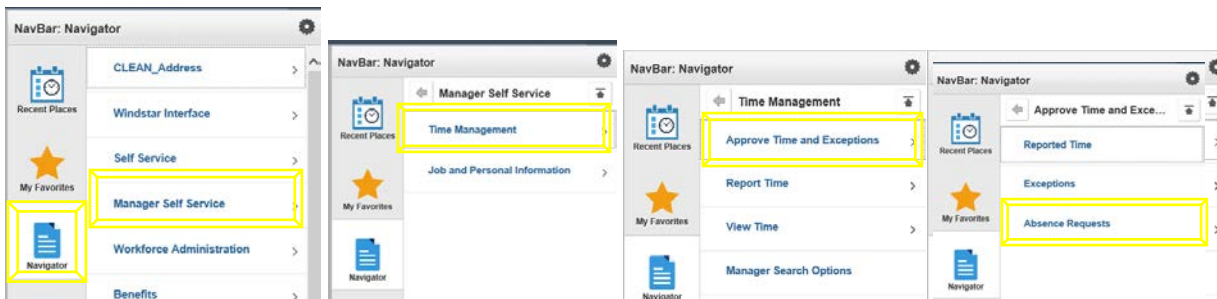
Supervisors need to frequently check, each pay period, if employees have submitted absences to be reviewed and approved. Employees are expected to log in to Oracle/PeopleSoft HRMS to record absences and approve absences.

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, navigate to the Absence Request screen.

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

Click the Compass Icon on the far right side of the home page to expand the NavBar. 



Absence Requests

Network Services Mgr
Select the requestor's name link to approve or deny the request. You can view the monthly calendar for your direct reports by selecting the View Monthly Calendar link. To view all requests or previously approved/denied requests, use the Show Requests by Status and select the Refresh button.

* Show Requests by Status: **Pending** Refresh

Name	Employee ID	Job Title	Absence Name	Start Date	End Date	Status	Submitted
Shelby Smith		Network Engineer	Annual Leave	08/29/2016	08/29/2016	Submitted	08/29/2016
		Senior Network Analyst	Annual Leave	11/09/2016	11/10/2016	Submitted	07/27/2016
		Network Architect	Annual Leave	08/11/2016	08/15/2016	Submitted	05/06/2016
		Network Architect	Annual Leave	07/28/2016	07/29/2016	Submitted	05/06/2016

Go To [View Monthly Calendar](#)

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:

Approve Absence Request

Request Details

Network Engineer

Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail ?		
Start Date :	08/29/2016	
End Date :	08/29/2016	
Absence Name :	Annual Leave	Current Balance : 285.97 Hours**
Partial Days :	None	
Duration :	8.00	Hours

Additional Information	
Start Time:	End Time:

Workflow	
Status :	Submitted

Comments	
Requestor Comments :	
Approver Comments :	<input type="text" value="Have Fun!"/>

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

[Return to Absence Requests](#)

**Disclaimer The current balance does not reflect absences that have not been processed.

Request
goes away

Goes
forward

Goes back to
employee for
adjustment

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.