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.

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.

<table>
<thead>
<tr>
<th>Absence Detail</th>
<th>Current Balance: 285.97 Hours*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date:</td>
<td>08/29/2016</td>
</tr>
<tr>
<td>End Date:</td>
<td>08/29/2016</td>
</tr>
<tr>
<td>Absence Name:</td>
<td>Annual Leave</td>
</tr>
<tr>
<td>Partial Days:</td>
<td>None</td>
</tr>
<tr>
<td>Duration:</td>
<td>8.00 Hours</td>
</tr>
</tbody>
</table>

### Additional Information

- **Start Time:**
- **End Time:**

### Workflow

- **Status:** Submitted

### Comments

- **Requestor Comments:**
- **Approver Comments:** Have Fun!

### Go To

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

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**Deny**  | **Approve**  | **Push Back**  | **Return to Absence Requests**

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

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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.