

9.2 Approving or Denying an Absence Request

Purpose: Use this document as a reference for how to approve, deny, or push back absence requests in ctcLink HR.

Audience: Managers with the ability to approve time and absences.

 You must have at least one of these local college managed security roles:

- ZZ HCM Manager

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Approve/Deny/Push Back an Absence Request

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

1. The **Absence Requests** page displays.
2. All absence request submissions from all your direct reports will be found here.
3. From the **Show Requests by Status** drop-down menu, select the applicable status:
 - a. **Pending Absence:** requests not yet acted on.
 - b. **Approved Absence:** requests from the past approved by the supervisor.
 - c. **Denied:** Absence requests from the past denied by the supervisor.
4. Select the **Refresh** button.
5. If there are multiple employees listed, select the **employee name** to examine that specific absence request.

Manager Self Service
Absence Requests

Absence Requests

Robyn Moore

HEAD START CENTER MANAGER

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

Absence Requests					Personalize	Find	First	1-3 of 3	Last
Name	Employee ID	Job Title	Approval Process	Absence Name	Start Date	End Date	Status	Submitted	
Sage Martinez	201041759	EARLY CHILDHOOD SPEC 2	Absence Request	170 VAC Classified	09/07/2018	09/07/2018	Submitted	09/13/2018	
Sage Martinez	201041759	EARLY CHILDHOOD SPEC 2	Absence Request	170 VAC Classified	09/04/2018	09/04/2018	Submitted	09/13/2018	
Archer Foster	101004826	EARLY CHILDHOOD SPEC 3	Absence Request	170 CSL Classified Monthly	09/14/2018	09/14/2018	Submitted	09/12/2018	

Go To [View Monthly Calendar](#)

6. Examine the **Absence Details** page:


- This page will show you the dates of the absence, the number of hours of leave it represents, and the current employee balance on the right hand side associated with that leave type.
- If the current balance is 0 then the employee is requesting leave without pay, and at this time the manager should probably confirm with the employee that that was their intention.
- **The Forecast Balance button, if present, is not configured for all colleges at this time and should not be used.**

7. Review **Requester Comments**, if present. At this time if the manager would like to add a comment they may do so in **Approver Comments**, but it is not a required field unless specified by the college.

8. At this time the Approver may choose one of three actions:

- **Approve:** this ensures the absence request moves forward for processing prior to the next payroll.
- **Deny:** this means the absence request cannot move forward for processing and the employee is not authorized for that absence.
- **Pushback:** this means the absence needs to be edited in some manner by the employee before the manager can approve it, if this is chosen the employee will need to perform edits and then submit the absence again to the manager for approval.

9. Once a manager has **Approved** or **Denied** an absence request, any further alterations to the request will need to be performed by a leave administrator in HR.




Archer Foster
EARLY CHILDHOOD SPEC 3

Approve

Deny

Pushback

 In Progress - Robyn Moore

Absence Details

Absence Name	170 CSL Classified Monthly	Reason	Compensable Sick Leave
Start Date	09/14/2018	End Date	09/14/2018
Partial Days	None	Duration	6 Hours
Current Balance	0.00	Disclaimer	

Requester Comments

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Request History >

Approver Comments

Approval Chain >

10. The process to approve or deny an absence request is now complete.
11. End of procedure.