

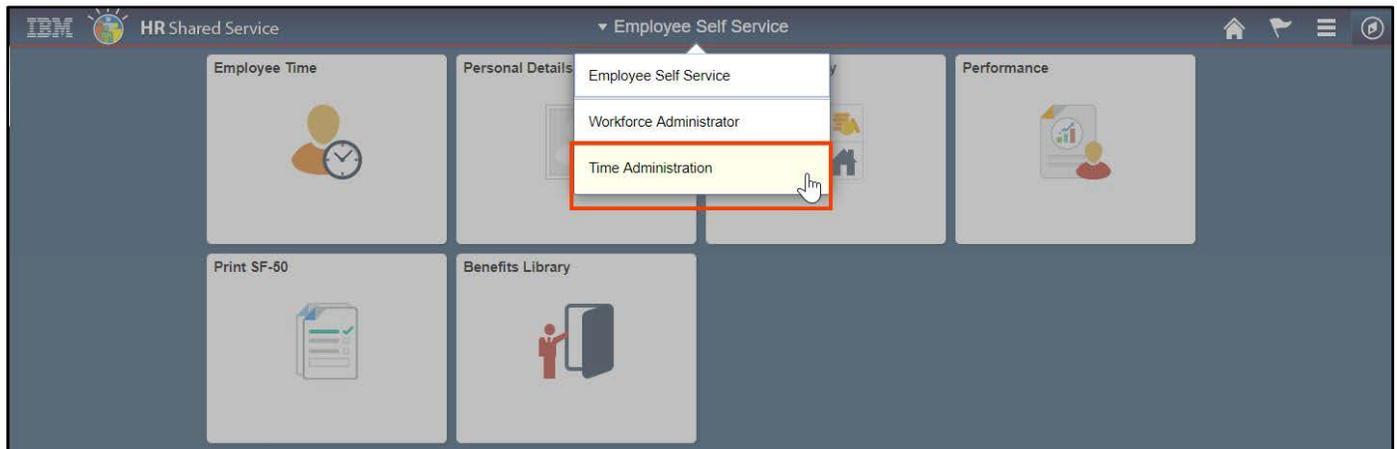
Create & Approve Absence Requests (Time Administrators)

Content

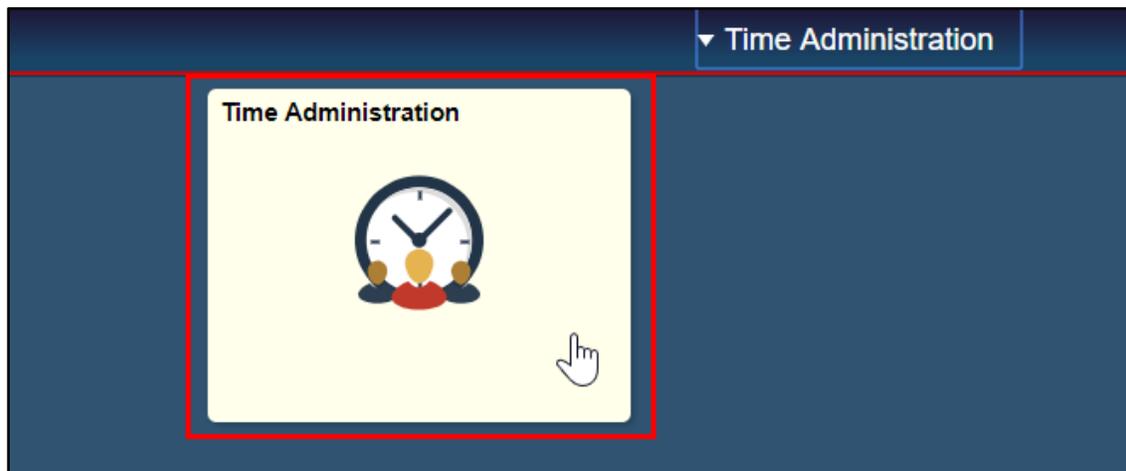
- [Create an Absence Request for an Employee](#)
- [Approve Absence Request for Employee](#)

Create an Absence Request for an Employee (as Time Administrator)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.





- HR Links will default to the **Report Employee Time** tab. From there, choose the employee for whom you would like to create an absence/OT request.

Report Time
Timesheet Summary

Employee Selection

Change View
*View By: Calendar Period
Date: 09/30/2018
Show Schedule Information:
Previous Period Next Period

Employees For Turner Craig, Time Needing Approval From 09/30/2018 - 10/13/2018

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
Dominguez	Kylie	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Dominson	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs		00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- Navigate to the pay period in which you need to create an absence/OT event by selecting the **Previous Period** hyperlink or entering the date in the **Date** field and clicking the green refresh button.

Report Time
Timesheet

Kylie Dominguez
Building Manager
Employee ID 00000031
Empl Record 0
Earliest Change Date 10/01/2018

Select Another Timesheet
*View By: Calendar Period
*Date: 09/30/2018
Scheduled Hours 80.0
Previous Period Next Period
Print Timesheet

From Sunday 09/30/2018 to Saturday 10/06/2018

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
10/01/2018	Approved	4.0	001	001-Regular Time	8.00	
10/01/2018	Approved	4.0	050	Sick Leave	8.00	
10/02/2018	Approved	8.0	001	001-Regular Time	8.00	
10/03/2018	Approved	8.0	001	001-Regular Time	8.00	
10/04/2018	Approved	8.0	001	001-Regular Time	8.00	
10/05/2018	Approved	8.0	001	001-Regular Time	8.00	
10/08/2018	Approved	8.0	001	001-Regular Time	8.00	
10/09/2018	Approved	8.0	001	001-Regular Time	8.00	



5. Once you navigate to the appropriate pay period timesheet, select the **Absence/OT** tab.

Time Administration

Report Employee Time

Timesheet

Kylie Dominguez
Building Manager

Employee ID 00000031
Empl Record 0
Earliest Change Date 10/28/2018

Actions

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/14/2018

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type	Add
	4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001 - 001-Regular Time	Hours	
	4.0	4.0												8.0	050 - Sick Leave	Hours	

Save for Later Submit

Reported Time Status Summary **Absence/OT** Exceptions

Reported Time Status

Select	Date	Reported Status	Absence/OT	Description	Sched Hrs	Comments
<input type="checkbox"/>	10/15/2018	Needs Approval	4.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	10/15/2018	Needs Approval	4.0 050	Sick Leave	8.00	
<input type="checkbox"/>	10/16/2018	Needs Approval	4.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	10/16/2018	Needs Approval	4.0 050	Sick Leave	8.00	
<input type="checkbox"/>	10/17/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	10/18/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	10/19/2018	Needs Approval	8.0 001	001-Regular Time	8.00	
<input type="checkbox"/>	10/22/2018	Needs Approval	8.0 001	001-Regular Time	8.00	

6. Select the **Add Absence Event** button.

Time Administration

Report Employee Time

Timesheet

Kylie Dominguez
Building Manager

Employee ID 00000031
Empl Record 0
Earliest Change Date 10/28/2018

Actions

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/14/2018

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type	Add
	4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001 - 001-Regular Time	Hours	
	4.0	4.0												8.0	050 - Sick Leave	Hours	

Save for Later Submit

Reported Time Status Summary **Absence/OT** Exceptions

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input type="checkbox"/>	Edit	10/15/2018	10/16/2018	Sick Leave	8.00 Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet		

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances

Entitlement Name Balance as of 05/26/2018**



7. Choose the calendar icon by the **Start Date** and **End Date** fields to enter when the absence/OT request will begin and end.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 10/28/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/14/2018

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type	Add
	4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001 - 001-Regular Time	Hours	
	4.0	4.0												8.0	050 - Sick Leave	Hours	

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	Edit	10/15/2018	10/16/2018	Sick Leave		8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet
<input type="checkbox"/>	Edit	10/18/2018	10/18/2018	Select Absence Name				Details	New	Approval Monitor	Manager Timesheet

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances Personalize

8. Choose the appropriate option from the **Absence Name** drop-down list.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 10/28/2018

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/14/2018

Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 10/14/2018 to Saturday 10/27/2018

Sun 10/14	Mon 10/15	Tue 10/16	Wed 10/17	Thu 10/18	Fri 10/19	Sat 10/20	Sun 10/21	Mon 10/22	Tue 10/23	Wed 10/24	Thu 10/25	Fri 10/26	Sat 10/27	Total	Time Reporting Code	Type	Add
	4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001 - 001-Regular Time	Hours	
	4.0	4.0												8.0	050 - Sick Leave	Hours	

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events

Absence Take

Select	Edit	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source
<input type="checkbox"/>	Edit	10/15/2018	10/16/2018	Sick Leave		8.00	Hours	Details	Needs Approval	Approval Monitor	Employee Timesheet
<input type="checkbox"/>	Edit	10/18/2018	10/18/2018	Select Absence Name				Details	New	Approval Monitor	Manager Timesheet

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances Personalize

Entitlement Name

Sick Leave Balance

Annual Leave Balance

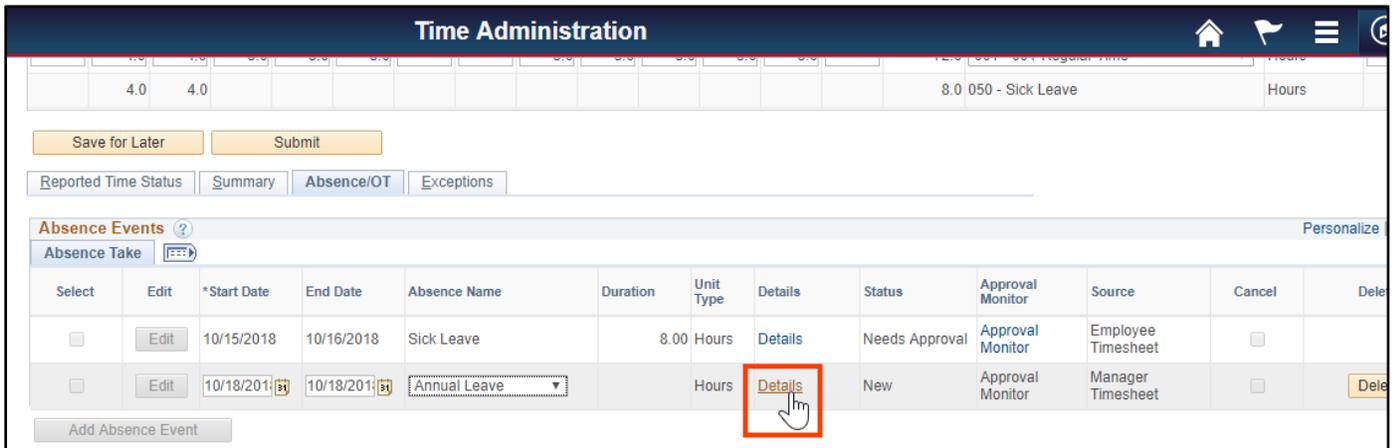
**Disclaimer The current balance does not reflect absence

Manager/Approver Comments

Date/Time Created User ID

Return to Select Employee

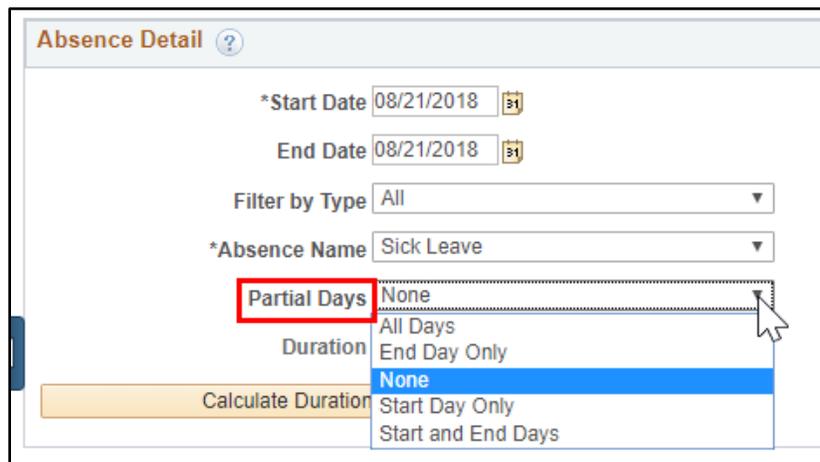
9. Select the **Details** hyperlink.



10. A dialogue box will appear where you will be able to create the **Absence Event Details**, such as indicating Partial Days for the absence.

11. Select the appropriate option for **Partial days**.

- None:** Default value. No partial days (all full day absences). The hours calculated will be based on the number of hours on the base schedule.
- All Days:** All partial days. Enter the hours to be applied to all days.
- Start Day Only:** Start day is the only partial day. The rest are full day absences. Enter the number of hours for the first day. The rest will be calculated using the hours in the base schedule.
- End Day Only:** End (or last) day is the only partial day. The rest are full day absences. Enter the number of hours for the last day. The rest will be calculated using the hours in the base schedule.
- Start and End Days:** Start and end days are partial days. The rest are full day absences. Enter the number of hours for the first and last day. The rest will be calculated using the hours in the base schedule.





12. Select the **Calculate Duration** button to determine how many hours the absence will be.

The image shows a close-up of the 'Absence Detail' form. The fields are: *Start Date (10/18/2018), End Date (10/18/2018), Filter by Type (All), *Absence Name (Annual Leave), Partial Days (None), and Duration (8.00 Hours). The 'Calculate Duration' button is highlighted with a red box and a mouse cursor is pointing at it.

13. Select the **OK** button to return to the timesheet.

The image shows the 'SS Create Absence Req' form. It includes a user profile for 'Kylie Dominguez', a section for 'Instructions', and the 'Absence Detail' form. The 'Absence Detail' form is identical to the one in step 12. Below it is a 'Comments' section with a text area for 'Reporter Comments'. At the bottom, the 'OK' button is highlighted with a red box and a mouse cursor is pointing at it. There is also a 'Cancel' button.



14. For the current pay period, select the **Apply Schedule** button to apply the base schedule to the employee's timesheet, if you have not already done so.
 - a. *If regular time appears on the timesheet, the Apply Schedule button will not appear.*

15. The base schedule will appear on the timesheet. Edit the time on the base schedule based on the absence event you just entered.
 - a. *Ex: If eight hours of annual leave is submitted for October 18, the eight hours of work that appeared when you applied the base schedule must be deleted or changed to 0. If you don't delete the regular hours, you will receive an exception and the timesheet will not be processed until it has been corrected.*



16. Once you have made the necessary adjustments, select the **Submit** button.

The screenshot shows the 'Time Administration' interface. The main area is titled 'Timesheet' for employee 'Kylie Dominguez'. It displays a calendar grid for the period from Sunday 10/14/2018 to Monday 11/12/2018. The 'Submit' button is highlighted with a red box. Below the calendar, there are sections for 'Absence Events' and 'Approval'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code	Type	Add
	4	4	8.0	8.0				8.0	8.0	8.0	8.0	8.0			001 - 001-Regular Time	Hours	
														8.0	050 - Sick Leave	Hours	

17. Review the attestation message, and select the **Yes** button.

Once Approved the status cannot be reverted back. (20020,20)
By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.
Select Yes to confirm and complete the status change, No to return to the page without updating the status.

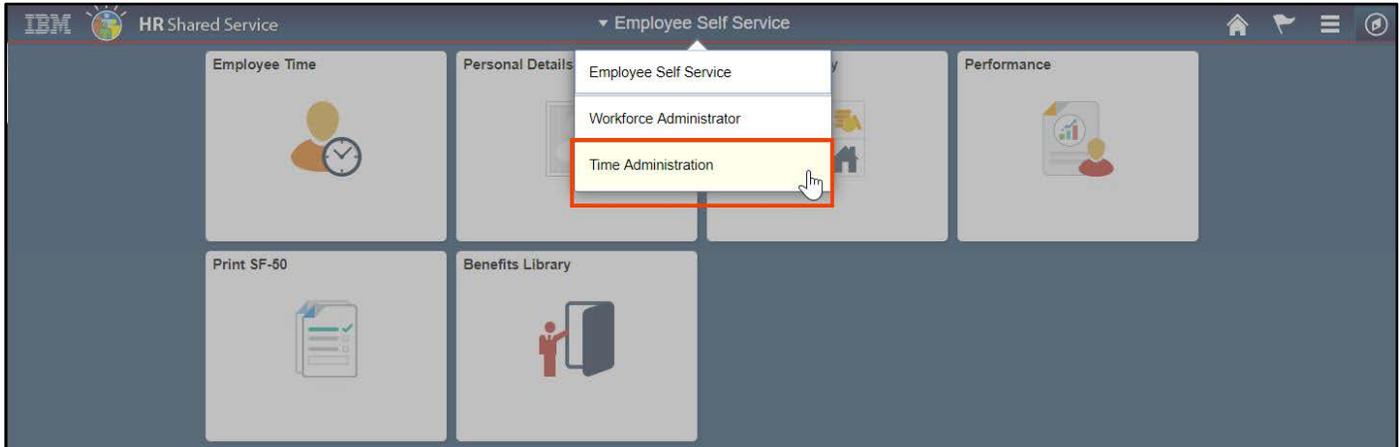
Yes No

18. You have successfully submitted the absence/OT request (and timesheet).

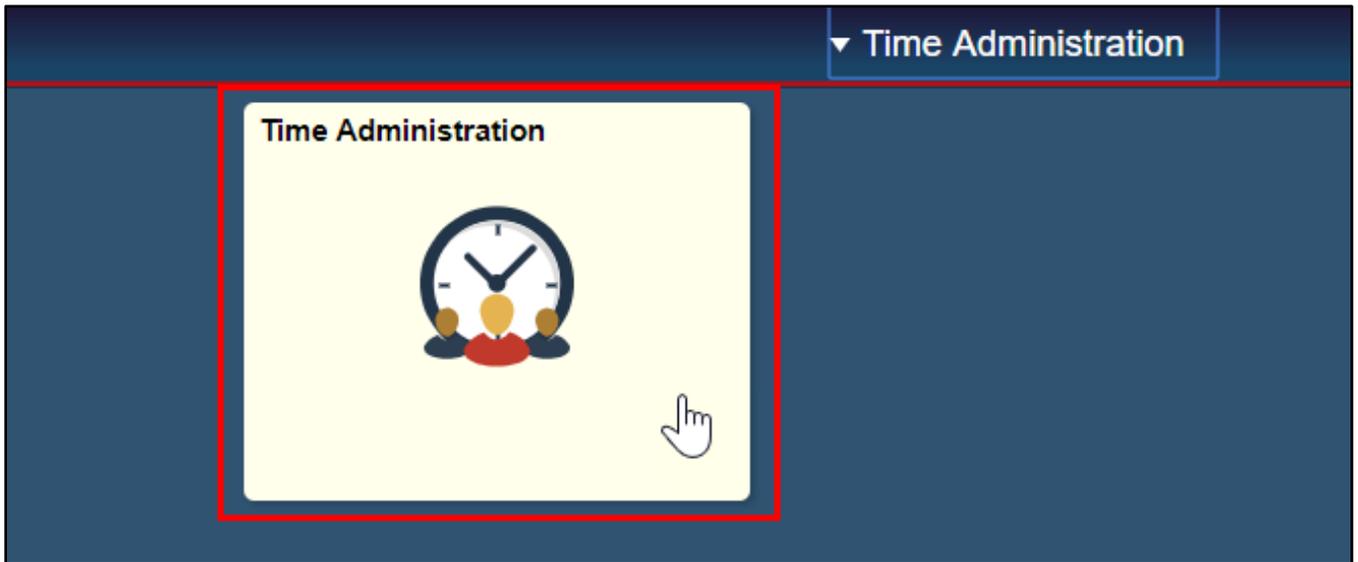
19. As the time administrator, you can now approve both the absence/OT request(s) (and timesheet). Read how to approve the absence/OT request in the next section.

Approve Absence Request for Employee

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



- HR Links will default to the **Report Employee Time** tab. From there, choose the employee for whom you would like to approve an absence/OT request.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Report Time

Timesheet Summary

Employee Selection

Change View

*View By: Calendar Period

Date: 09/30/2018

Show Schedule Information

Previous Period

Next Period

Employees For Turner Craig, Time Needing Approval From 09/30/2018 - 10/13/2018

Last Name	First Name	Employee ID	Job Title	Hours to be Approved	Reported Hours	Scheduled Hours	Exception	Absence to be Approved	Hours Approved or Submitted	Denied Hours
Davenport	Isiah	00000764	Supervisory Realty Specialist	0.0	0.0	80.0			0.0	0.0
Dickson	Christine	00000802	Supervisory Financial Manageme	0.0	0.0	80.0			0.0	0.0
Dominguez	Kylie	00000031	Building Manager	0.0	0.0	80.0			0.0	0.0
Dominson	Kiara	00000761	Transportation Operations Spec	0.0	0.0	80.0			0.0	0.0
Downs	Carlee	00000808	Program Manager	0.0	0.0	80.0			0.0	0.0
Doyle	Karla	00000117	Program and Procurement Suppor	0.0	0.0	80.0			0.0	0.0
Durham	Shamar	00000746	Assisted Acquisition Project M	0.0	0.0	80.0			0.0	0.0
Ellis	Toby	00000835	Operations Manager	0.0	0.0	80.0			0.0	0.0
Espinoza	Miriam	00000800	Asset Manager	0.0	0.0	80.0			0.0	0.0
Finley	Ernesto	00000106	General Engineer	0.0	0.0	80.0			0.0	0.0

- The employee's timesheet will appear. Go to the **Absence/OT** tab.

Time Administration

Report Employee Time

Assign Employee Schedule

Time Administration Analytics

Time Administration Queries

Timesheet

Kylie Dominguez

Employee ID 00000031

Empl Record 0

Building Manager

Actions

Time Source

Schedule

Earliest Change Date 10/14/2018

Select Another Timesheet

*View By: Calendar Period

Date: 09/30/2018

Previous Period

Next Period

Scheduled Hours 80.0

Reported Hours 80.0

Print Timesheet

From Sunday 09/30/2018 to Saturday 10/13/2018

Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total	Time Reporting Code	Type	Ac
	4.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		76.0	001 - 001-Regular Time	Hours	
	4.0													4.0	050 - Sick Leave	Hours	

Save for Later

Submit

Reported Time Status

Absence/OT

Exceptions

Reported Time Status

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input type="checkbox"/>	10/01/2018	Needs Approval	4.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/01/2018	Needs Approval	4.0	050	Sick Leave	8.00	
<input type="checkbox"/>	10/02/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/03/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/04/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/05/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/08/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/09/2018	Needs Approval	8.0	001	001-Regular Time	8.00	



- From the Absence/OT tab, choose the **Select All** button. A check mark will appear at the beginning of each row.

Time Administration

Timesheet

Kylie Dominguez Employee ID 0000031
Building Manager Empl Record 0
Earliest Change Date 10/01/2018

Actions ▾

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 09/30/2018
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 09/30/2018 to Saturday 10/13/2018

Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total	Time Reporting Code	Type	Ac
	4.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		76.0	001 - 001-Regular Time	Hours	
	4.0													4.0	050 - Sick Leave	Hours	

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events Personalize | [?](#)

Absence Take [\[+\]](#)

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input checked="" type="checkbox"/>	Edit	10/01/2018	10/01/2018	Sick Leave	4.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>

Add Absence Event

Approval

Select All Deselect All Approve Deny

Absence Entitlement Balances Personalize | [?](#)

Entitlement Name	Balance as of 05/26/2018**
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- Return to the **Reported Time Status** tab.

Time Administration

Building Manager Empl Record 0
Earliest Change Date 10/01/2018

Actions ▾

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 09/30/2018
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 09/30/2018 to Saturday 10/13/2018

Sun 9/30	Mon 10/1	Tue 10/2	Wed 10/3	Thu 10/4	Fri 10/5	Sat 10/6	Sun 10/7	Mon 10/8	Tue 10/9	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Total	Time Reporting Code	Type	Ac
	4.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		76.0	001 - 001-Regular Time	Hours	
	4.0													4.0	050 - Sick Leave	Hours	

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events Personalize | [?](#)

Absence Take [\[+\]](#)

Select	Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
<input checked="" type="checkbox"/>	Edit	10/01/2018	10/01/2018	Sick Leave	4.00	Hours	Details	Needs Approval	Approval Monitor	Employee Absence Request	<input type="checkbox"/>

Add Absence Event

Approval

Select All Deselect All Approve Deny



7. Choose the **Select All** button to select any timesheet entries that need to be approved.

The screenshot shows the 'Time Administration' interface. The 'Reported Time Status' table is displayed with the following data:

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input checked="" type="checkbox"/>	10/01/2018	Needs Approval	4.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/01/2018	Needs Approval	4.0	050	Sick Leave	8.00	
<input checked="" type="checkbox"/>	10/02/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/03/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/04/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/05/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/08/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/09/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/10/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/11/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/12/2018	Needs Approval	8.0	001	001-Regular Time	8.00	

In the 'Approval' section, the 'Select All' button is highlighted with a red box. Other buttons include 'Deselect All', 'Approve', and 'Deny'. Below the buttons are fields for 'Manager/Approver Comments', 'DateTime Created', and 'User ID'.

8. Select the **Approve** button to approve both reported time and absence/OT requests.

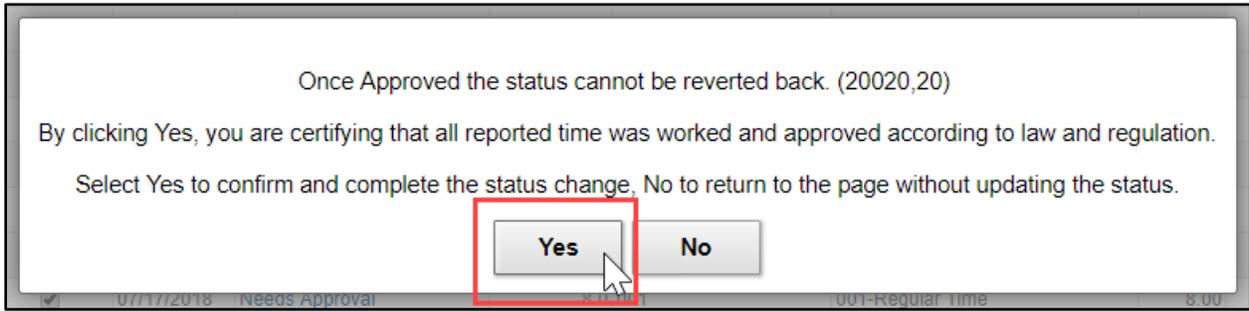
The screenshot shows the 'Time Administration' interface. The 'Reported Time Status' table is displayed with the following data:

Select	Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
<input checked="" type="checkbox"/>	10/01/2018	Needs Approval	4.0	001	001-Regular Time	8.00	
<input type="checkbox"/>	10/01/2018	Needs Approval	4.0	050	Sick Leave	8.00	
<input checked="" type="checkbox"/>	10/02/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/03/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/04/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/05/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/08/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/09/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/10/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/11/2018	Needs Approval	8.0	001	001-Regular Time	8.00	
<input checked="" type="checkbox"/>	10/12/2018	Needs Approval	8.0	001	001-Regular Time	8.00	

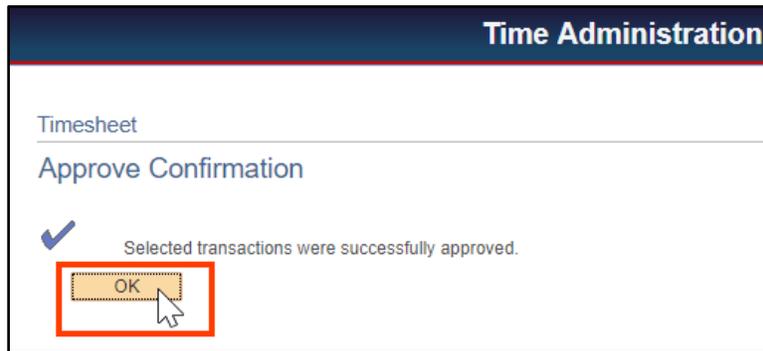
In the 'Approval' section, the 'Approve' button is highlighted with a red box. Other buttons include 'Select All', 'Deselect All', and 'Deny'. Below the buttons are fields for 'Manager/Approver Comments', 'DateTime Created', and 'User ID'.



9. An attestation message will appear. Select the **Yes** button.



10. An approve confirmation message will appear. Select the **OK** button to continue.



11. After you see that the status of the time and absences is Approved, you can know for sure that you successfully submitted and approved the absence/OT request(s) and timesheet. No further action needs to be taken.

