# Approving Absence Requests (Supervisor)

Follow this job aid to learn how to Approve Absence Requests as a Supervisor once you have received notification in HR Links of a request from your employee. *Note: If you are a 2nd level supervisor who is approving absence requests on behalf of a subordinate supervisor, refer to the 2nd section of this guide. You won't receive a notification when the leave request is submitted.*

- [Approving Absence Requests from Approvals Tile](#)
- [Approving Absence Requests from the Manager Time Tile](#)

Approving Absence Requests from Approvals Tile

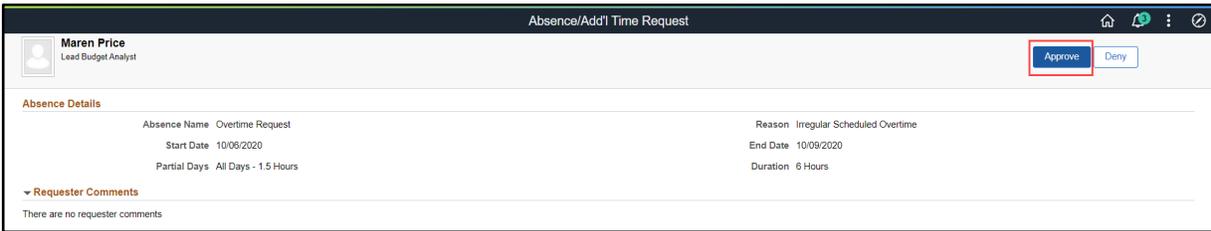1. Select the **Approvals** tile from the Manager Self Service homepage.
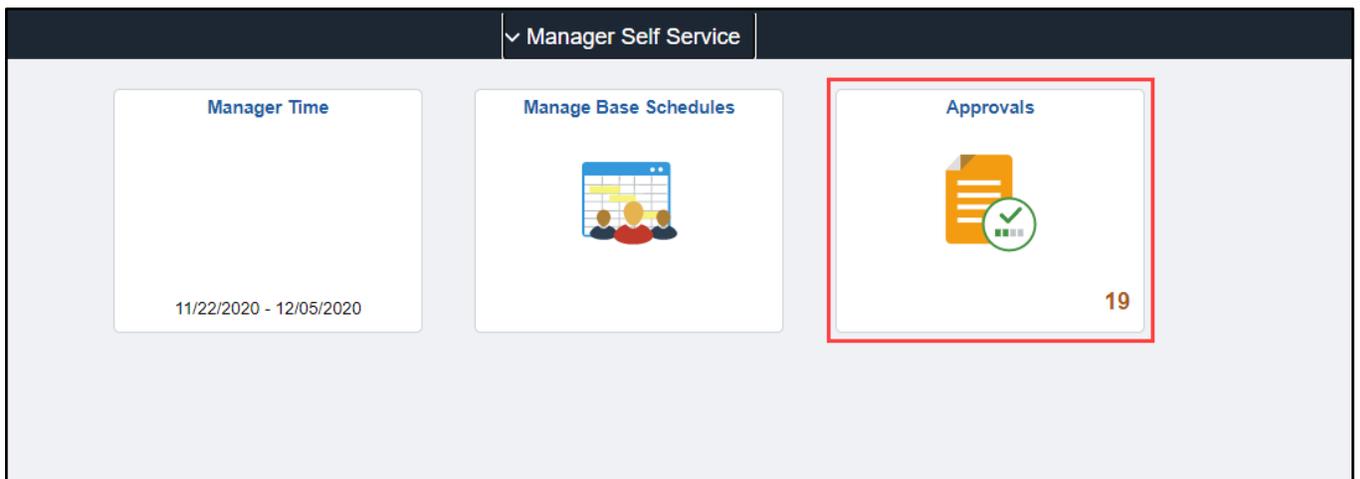
2. Select the **Absence Request row** of the employee for whom you want to approve an Absence Request.
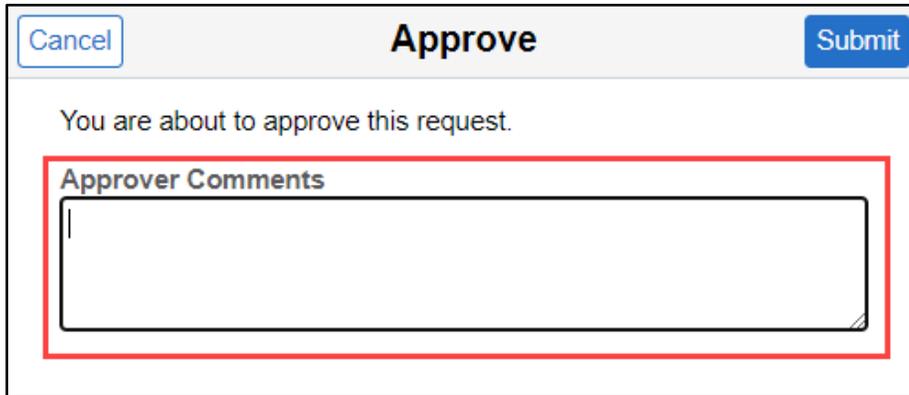
3. Review the request. Select **Approve** to approve the request.
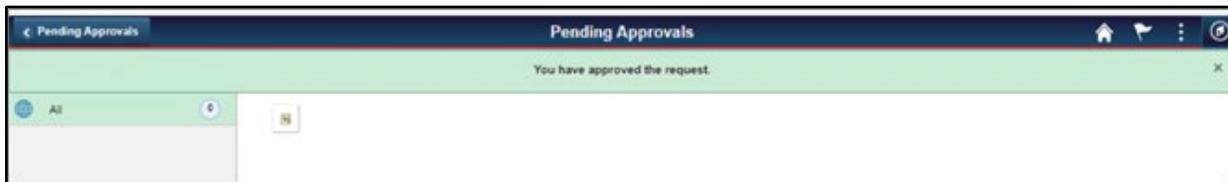

4. Enter any **approver comments** if necessary.

5. Select the **Submit** button.

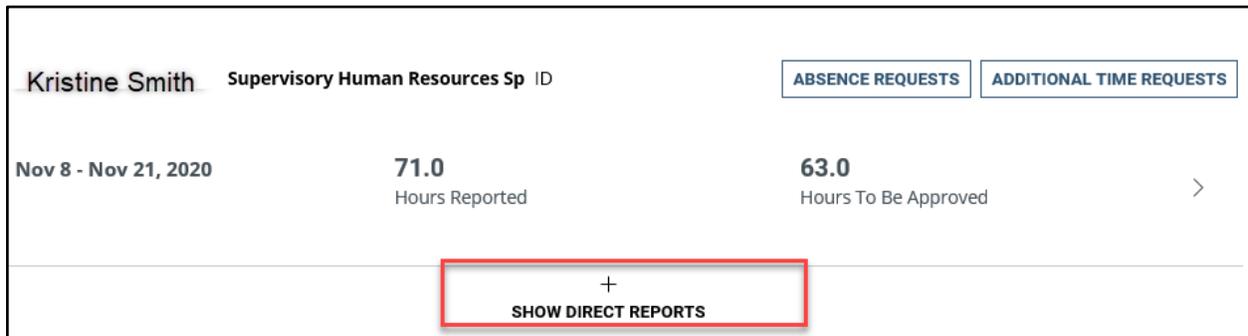6. A green banner stating "**You have approved the request**" will appear at the top of your screen.

Congratulations! You have successfully approved an absence request in HR Links!

Approving Absence Requests from the Manager Time Tile

Please follow these instructions if you are a 2nd level supervisor approving absence requests.

1. Select the **Manager Time** tile from the Manager Self Service homepage. Select the manager's timesheet and then select "**show direct reports**". .
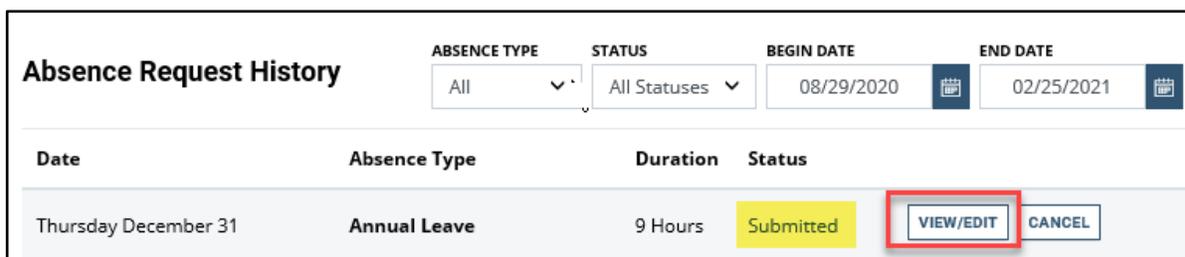

2. Select the **Absence Requests Button**.

3. Select the **View/Edit** button on the line of the absence request that has "Submitted" status.

4. Select "**submit**" to approve the absence request.

ABSENCE TYPE *

| Annual Leave | ∨ |

START DATE *

| 12/31/2020 | 📅 |

END DATE

| 12/31/2020 | 📅 |

| FULL DAYS | **PARTIAL DAYS** |

⦿ All days are partial | 9.0 | hr

Requested Hours   Comments/History

December	Thu 31
Scheduled	9
Holiday	0
Requested	9

Total Requested Hours: 9.0
Current Annual Leave Balance: 248

| CANCEL REQUEST | | BACK | **SUBMIT** |