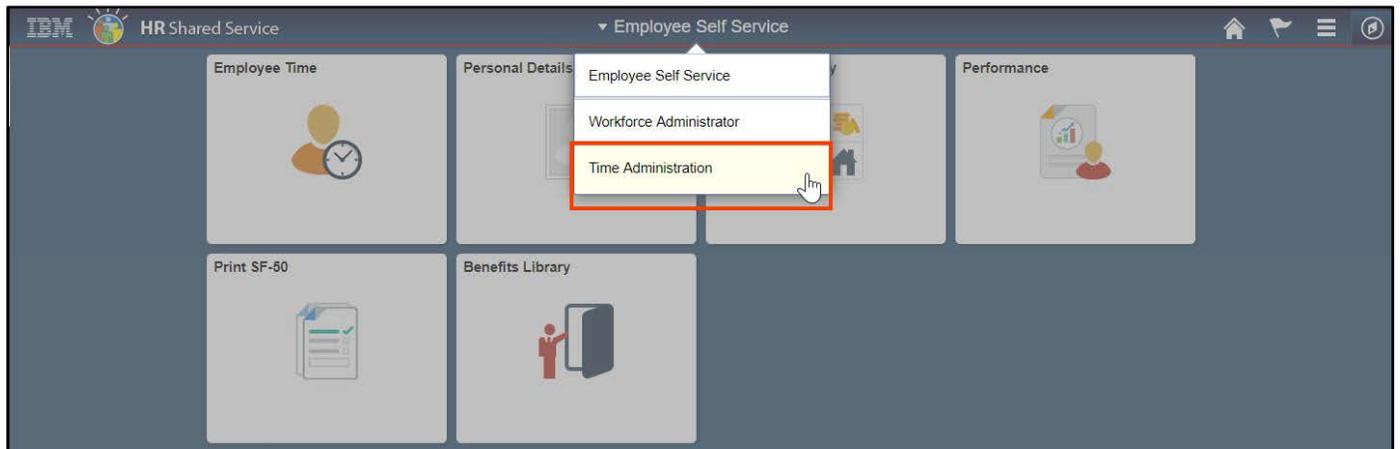# Create & Approve Absence Requests (Time Administrators)

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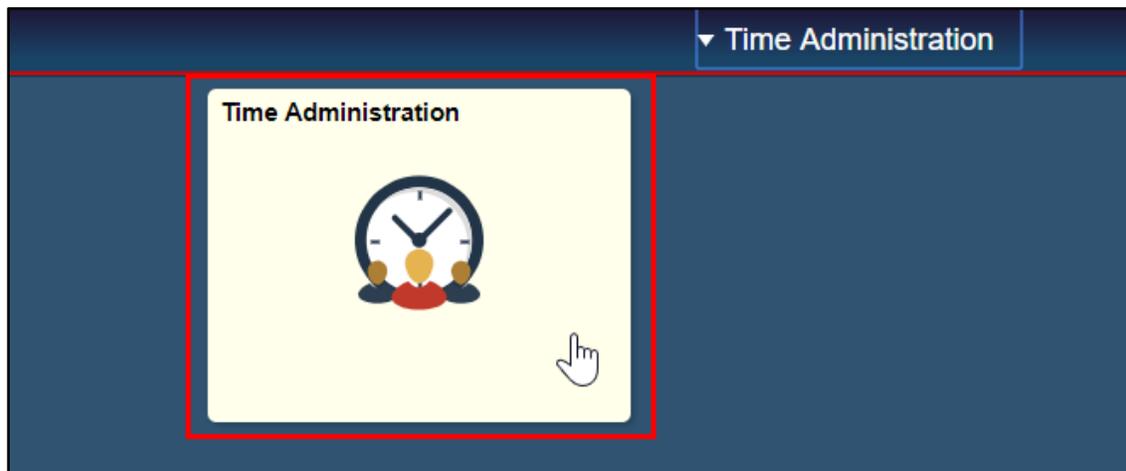
3. HR Links will default to the **Report Employee Time** tab. From there, choose the employee for whom you would like to create an absence/OT request.

4. 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.

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

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

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

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

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**.
    a. **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.
    b. **All Days**: All partial days. Enter the hours to be applied to all days.
    c. **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.
    d. **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.
    e. **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.
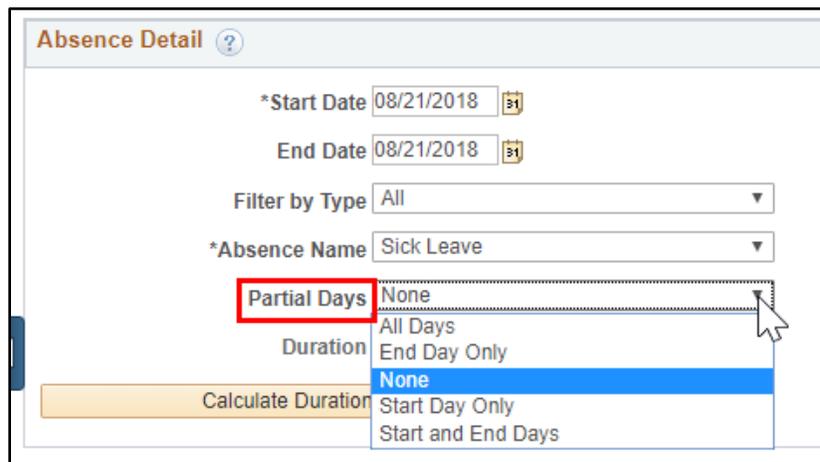
12. Select the **Calculate Duration** button to determine how many hours the absence will be.

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

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.

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

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.*
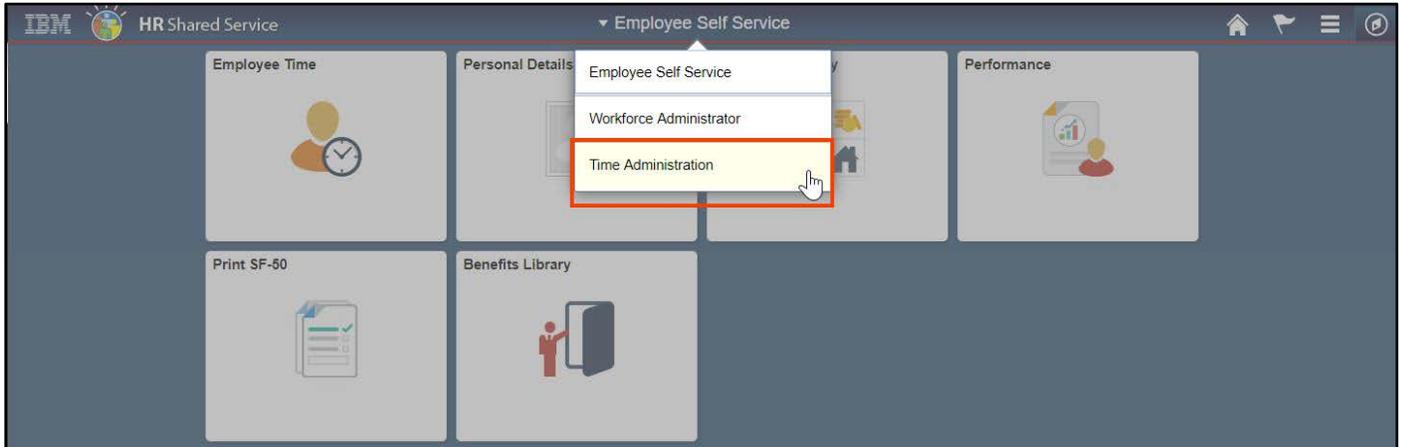
2. Select the **Time Administration** tile.
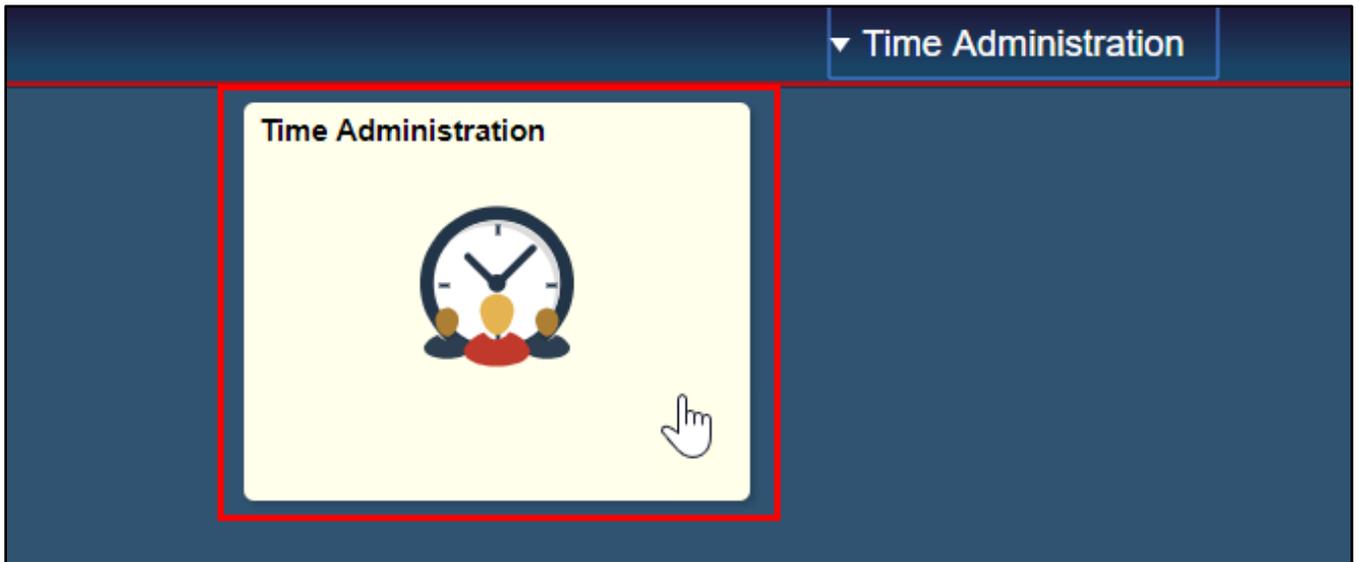
   a. *It might take a moment for the Time Administration page to load.*

3. 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.

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

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

6. Return to the **Reported Time Status** tab.

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

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

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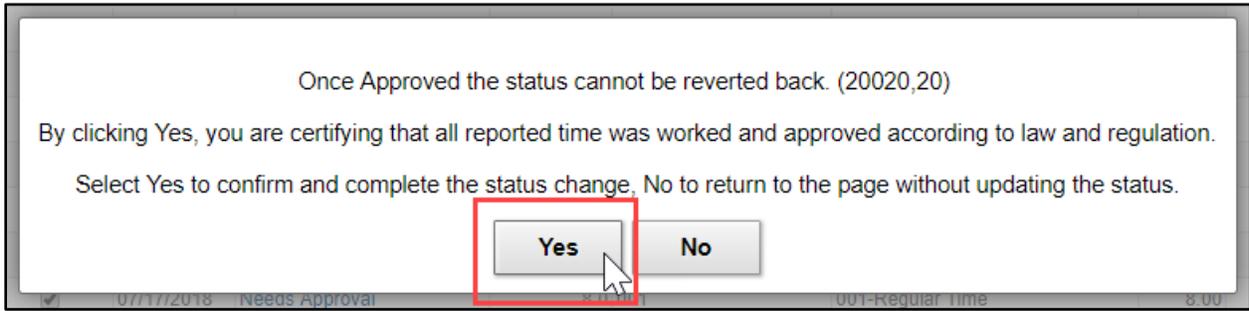
10. An approve confirmation message will appear. Select the **OK** button to continue.

Time Administration

Timesheet

Approve Confirmation

✔ Selected transactions were successfully approved.

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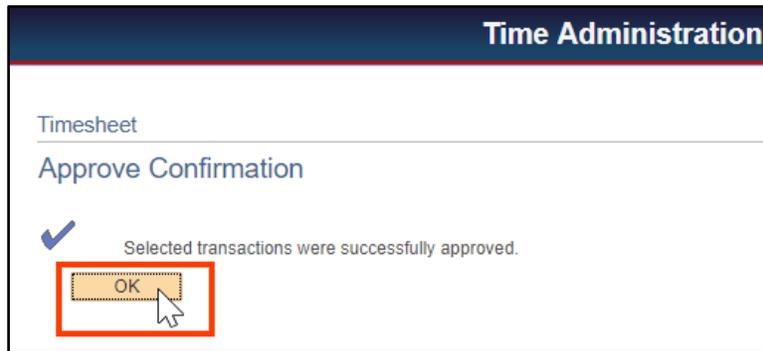
11. **After you see that the status of the time and absences is Approved, you can know for sure that you successfully submitted and approved the absence/OT request(s) and timesheet. No further action needs to be taken.**