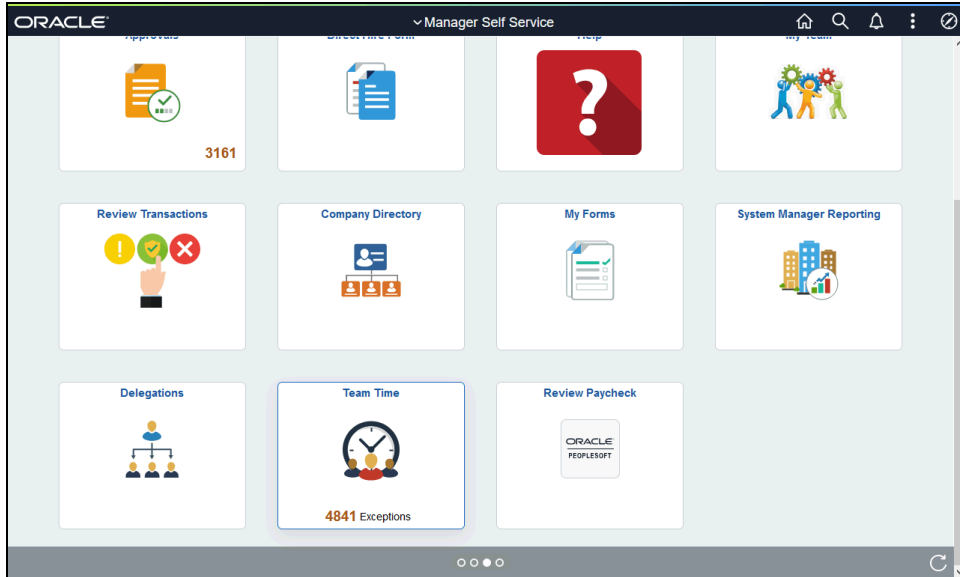


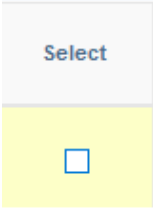
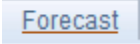
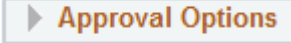

## How Do I Review/ Approve an Absence Request for An Employee?

MSS> Team Time Tile



Step	Action
1.	<p>From the Manager Self Service homepage in OneUSG Connect, click the <b>Team Time</b> tile.</p> 
2.	<p>The Team Time page is displayed.</p> <p>Click the <b>Approve Absence Requests</b> link.</p> 

# OneUSG Connect HREL 6.22 DRAFT Job Aid

Step	Action
3.	<p>The Approve Absence Requests page is displayed.</p> <p>Select the checkbox next to the appropriate employee name(s) to approve or deny a specific request.</p> 
4.	<p>If the absence request starts on a future date, you can determine if the employee has accrued enough leave for the selected start and end dates.</p> <p>To view the employee's approximate leave balance for the selected date, click the <b>Forecast Details</b> tab.</p> 
5.	<p>The Forecast Value field is displayed with the status of leave for future dates.</p>
6.	<p>Under the Approval Options field, choose the appropriate decision for the submitted request: Approve, Deny, or Pushback.</p> <p><b>Note:</b> Denying an absence request will cancel the request. Push Back will send the request back to the employee for editing.</p> 
7.	<p>A message is displayed, noting the selected Absence Request(s) were approved.</p> 
8.	<p>You have completed the steps to approve an employee's absence request in OneUSG Connect.</p> <p><b>End of Procedure.</b></p>