How Do I Approve/Deny an Absence Request?

Navigation

1. Log into OneUSG HCM.
2. If the Manager Self Service page is not displayed, click on the blue NavBar and select Manager Self Service from the drop down listing.
3. On the Manager Self Service page, click the Approval tile. NOTE: The number of transactions in your approval queue is displayed at the bottom right corner of the Approval tile.
4. The Pending Approvals page includes two sections:
   a. View By Menu Listing (displayed on the left side), which summarizes the Pending Transaction List by Transaction Type, Date Routed, From (Sender) or Person. NOTE: This page displays the name of a delegate, where applicable.
   b. Pending Transaction List (displayed in the body of the page), which displays transactions in the format specified in the View By field.

Act on the Absence Request

5. On the Pending Approvals page, click the Absence Request menu item displayed on the left side of the page.
6. In the Pending Transaction List, click the Employee Name associated with the desired request.
7. On the Absence Request page, review the detailed request and balance information.
8. Populate the Approver Comments field.
9. Click the desired action button (Approve, Deny or Pushback) displayed at the top of the page:
   a. Approve: authorizes the employee absence
   b. Deny: rejects the employee absence request
c. **Pushback**: returns the absence request to the originator for updates or revisions

10. The system displays an informational message, confirming the selected action. Click the **Submit** button to continue.

11. The system displays a second message indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and press the **Submit** button again, as needed.

12. Click the `<Pending Approvals` button to return to the **Pending Approvals** page.

**Complete the Task/Sign Out of Application**

13. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

14. Click the **Sign Out** option in the listing.