Approving Absence Requests

Supervisors must approve the absence requests of their employees in MyU. Supervisors should be familiar with the governing contracts and rules surrounding employment classifications of all of their employees.

1. Navigate to: MyU > Manager Info.
2. Under Absence, click <Approve Absence> to view your employees.
3. Click the employee name to review request.
4. Review the following information on the absence request.
   a. Is the start date and end date reasonable for the absence type?
   b. Is absence name and reason appropriate for this type of employee?
   c. Is the total duration calculating accurately?
   d. Do not use the Comment field.
5. Review current absence balances for employee.
   a. View Absence Request History – see side B.
   b. View Absence Balances – see side B.
6. Click <Approve>, <Deny> or <Push Back>.
   a. <Approve> saves and processes the request.
   b. <Deny> returns the request to the employee.
   c. <Push Back> returns the request to the employee for editing.
Approving Absence Requests (cont.)

VIEW ABSENCE BALANCES

Approved absences are deducted from the employee's balance in pay period during which absence occurs. For changes to approved absences, see your local absence administrator.

![Absence Self Service]

VIEW ABSENCE REQUEST HISTORY

Absence history can be useful when making determinations on absence requests.