

Using the Absence Event Screen to Approve Absences (for Absence Administrators)

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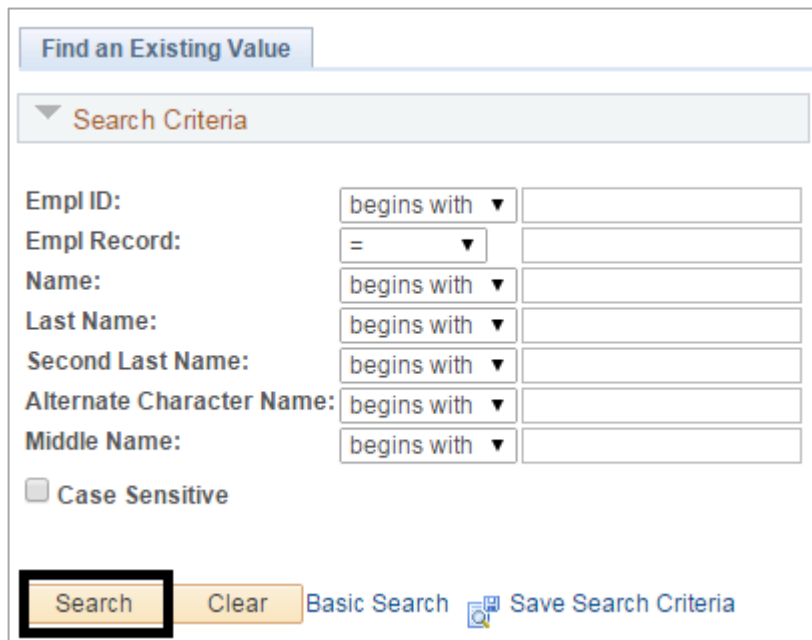
This job aid is intended for a district's Absence Administrator. Its purpose is to show you how to approve absences if you cannot approve them from the Timesheet in Time & Labor because you are not the employee's manager. You will be approving an absence that has previously been entered and approval is now required. Note that the absence must first be entered on the Timesheet, then approved on the Absence Event screen.

IMPORTANT:

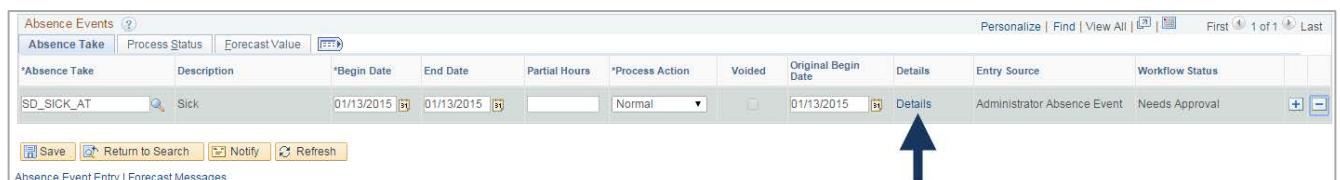
Do not enter absences on the **Absence Event** screen. Absences should be entered on the **Timesheet > Absence tab** because you are only able to forecast balances from the Timesheet.

Navigation: Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event

1. Navigate to **Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absence > Absent Event**.
2. Search for the employee. Click **Search**.



3. The employee's Absence Take should be displayed and will say *Needs Approval* in the last column. Click on **Details**. The Absence Event Input Detail window will appear.



*Absence Take	Description	*Begin Date	End Date	Partial Hours	*Process Action	Voided	Original Begin Date	Details	Entry Source	Workflow Status
SD_SICK_AT	Sick	01/13/2015	01/13/2015		Normal	<input type="checkbox"/>	01/13/2015	Details	Administrator Absence Event	Needs Approval

4. Check the **Manager Approved** checkbox.

Absence Event

Absence Event Input Detail

Absence Take <input type="text" value="SD_SICK_AT"/>	Absence Type Sick
Absence Reason <input type="text"/>	Event Priority 0
Entry Source Administrator Absence Event	Last Updated 02/02/2015
Workflow Status Needs Approval	Process Status Not Processed
*Process Action <input type="text" value="Normal"/>	Calendar Group ID
<input type="checkbox"/> Voided Indicator	Process Date
<input checked="" type="checkbox"/> Manager Approved	First Processed Date

5. Click **OK** at the bottom of the screen. This closes the Absence Event Input Detail window.

Comments

6. Click **Save**. The status will change to *Approved* in the last column.

Absence Events ?

Absence Take	Process Status
*Absence Take	Descr
<input type="text" value="SD_SICK_AT"/>	Sick

7. Repeat Steps 3-6 if there are additional absences for the employee.

TIP: If you are doing both Timesheet entry (to enter the absence) and approving from the Absence Event screen, you might want to click **New Window** to have two tabs/windows open at once for multi-tasking.