



Absence Requests Manager Self-Service

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Training Guide
Manager Self-Service

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Manage Absence Requests

You can access an employee leave approval request three ways:

- (1) Via the link provided in the approval email,
- (2) Via your PeopleSoft Worklist, or
- (3) Via the Leave Approval (SF-6) page.

All three options will be demonstrated in this module.

Access and Approve Absence Requests via Email Link

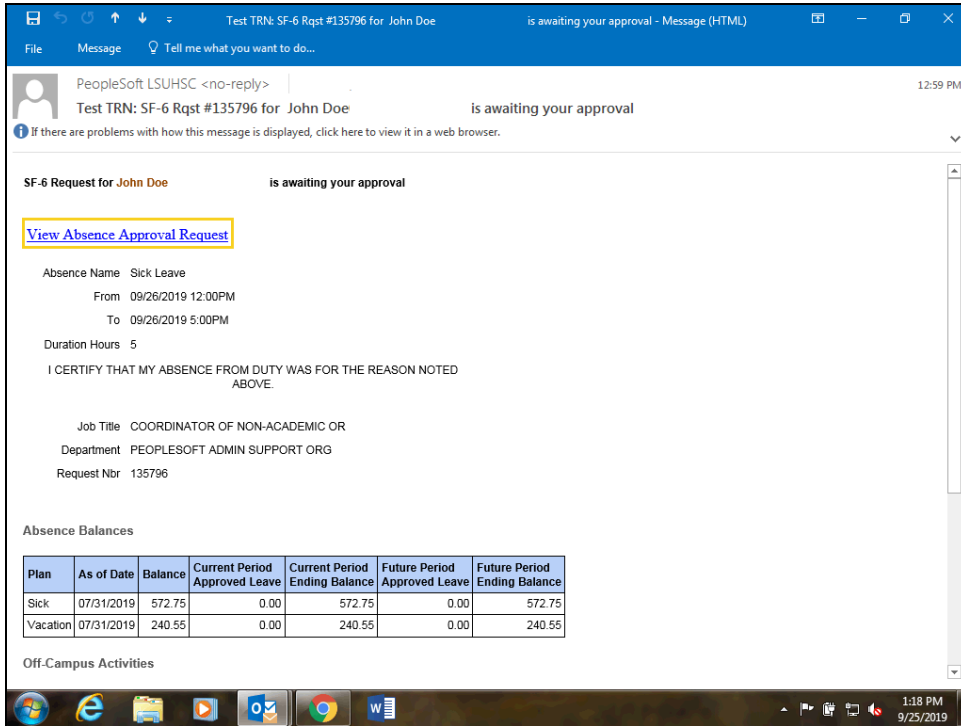
Procedure

In this topic you will learn how to [Access and Approve Absence Requests using Email Link](#).

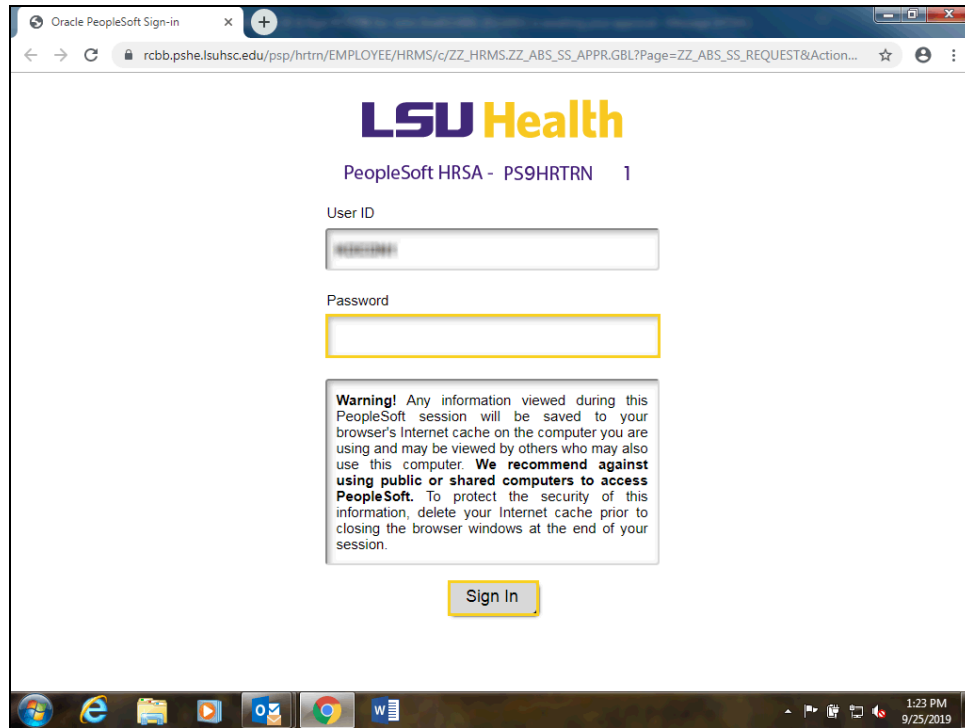
| Step | Action |
|-------------|--|
| 1. | <p>You will receive an email approval request when an employee submits a absence request.</p> <ol style="list-style-type: none">1. Clicking the View Absence Approval Request link will take you directly to the PeopleSoft logon page.2. The email absence request contains information such as the absence type, start and end dates, and total number of hours.3. At the bottom of the page, absence balance information is provided. |

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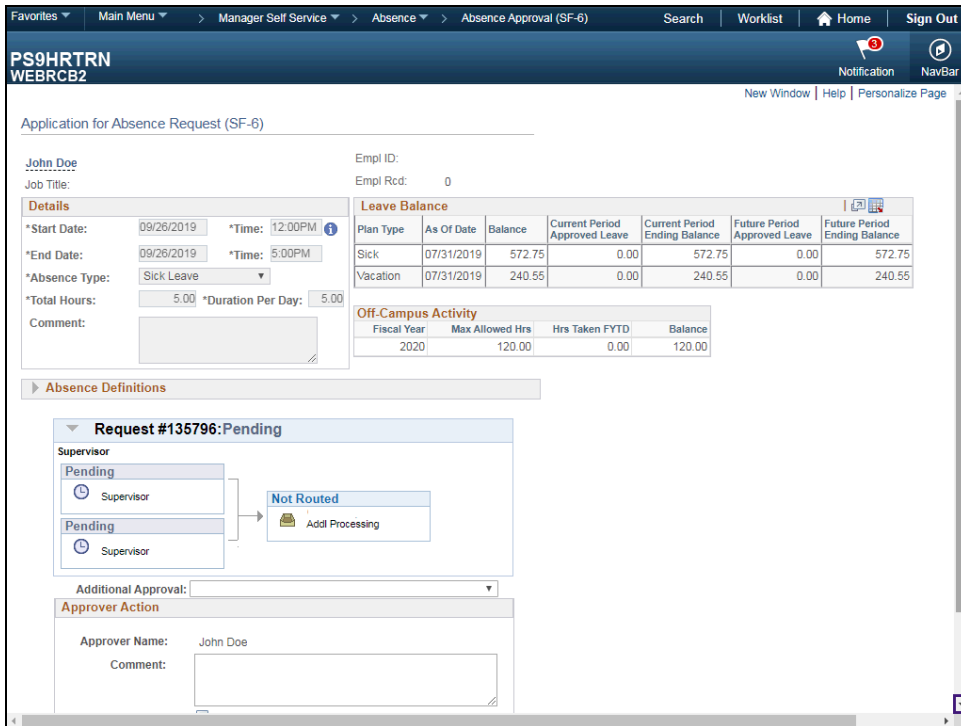
| Step | Action |
|------|--|
| 2. | Click the View Absence Approval Request link. |
| | View Absence Approval Request |


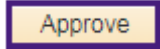


| Step | Action |
|------|---|
| 3. | Your User ID should default into the User ID field. If it does not default, enter it directly into the field using ALL CAPS. Enter the desired information into the Password field. Enter " Password " and then click the Sign In button. |

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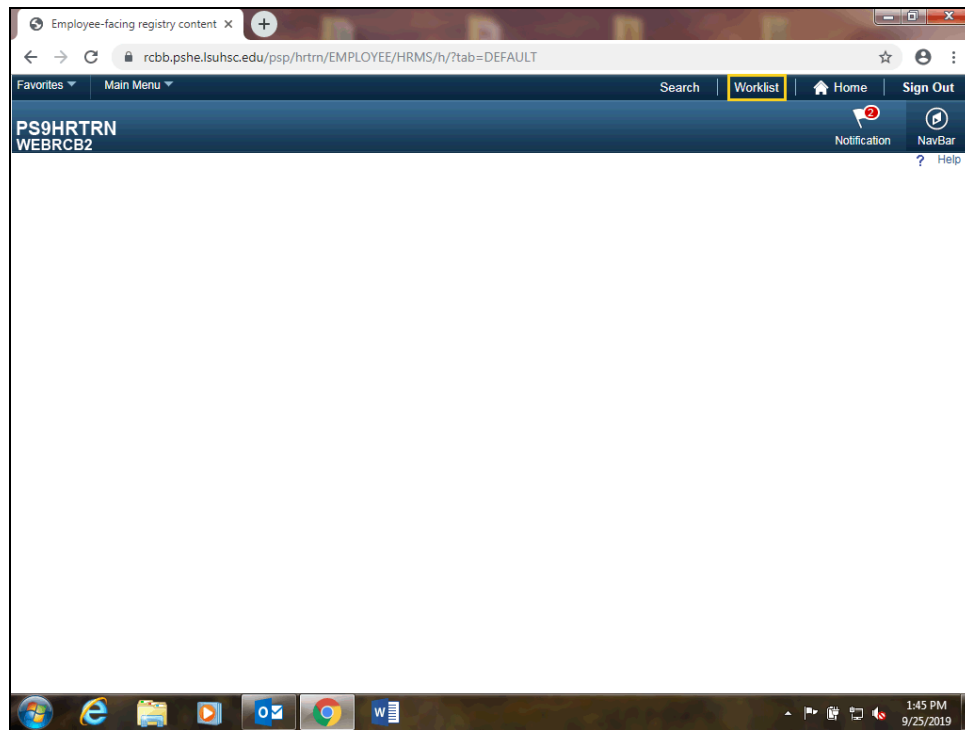
| Step | Action |
|------|--|
| 4. | <p>The <i>Application for Absence Request (SF-6)</i> page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p>  |
| 5. | <p>Click the Approval button.</p>  |
| 6. | <p>A message will display stating the request has been approved.</p> |
| 7. | <p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p>NOTE: Click the link provided to view the original transaction.</p> |
| 8. | <p>This completes <i>Access and Approve Absence Requests using Email Link</i>. End of Procedure.</p> |

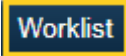
Access and Approve Absence Requests via the Worklist

Procedure

In this topic you will learn how to [Access and Approve Absence Requests via the Worklist](#).

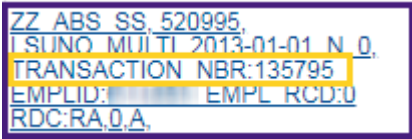

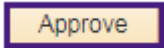
| Step | Action |
|------|--|
| 1. | After logging into PeopleSoft, you will click on the Worklist link located in the top right corner. You can also get the Worklist through the Main Menu page, or through your Favorites. If you prefer to approve transactions using the Worklist, it is recommended you add a link to your Favorites by clicking the "Add to Favorites" link. |



| Step | Action |
|------|---|
| 2. | Click the Worklist link.  |

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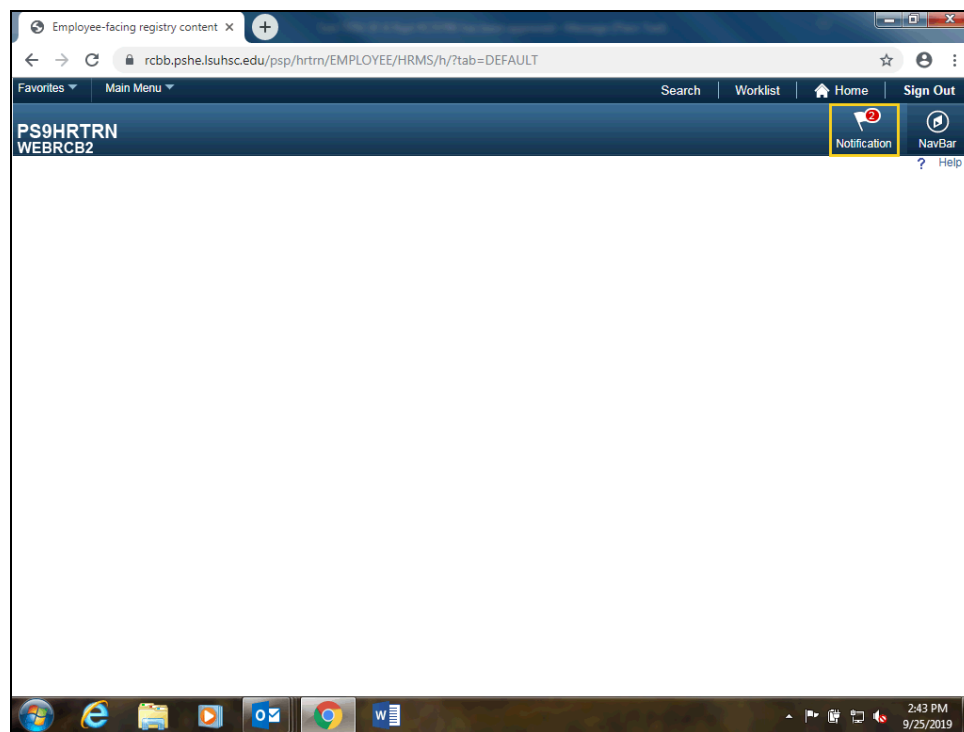
| Step | Action |
|------|--|
| 3. | <p>The Worklist displays the Absence Request waiting for approval. The Worklist includes Absence Requests submitted by your direct reports.</p> <p>The Worklist will also include all Absence Requests coded to the employees for which the Approver is set up as a secondary or delegated approver. Therefore, Absence Requests from employees other than your direct reports may display on an Approver's Worklist if s/he is set up to approve for another manager.</p> |
| 4. | <p>The Refresh button, located at the bottom of the list on the left side of the page, will move submitted absence requests to the Worklist.</p> <p>NOTE: You may wish to click the Refresh button before exiting the Worklist to determine if any other absence requests are available for approval.</p> |
| 5. | <p>Absence requests do not have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the absence request links to make a notation of the priority order in which you wish to approve the requests.</p> <p>NOTE: This <u>does not</u> reorder the absence requests on the Worklist.</p> |
| 6. | <p>Click on the blue link to access a transaction.</p> <p>Click the TRANSACTION NBR: 135795 link.</p>  |
| 7. | <p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p>  |
| 8. | <p>Click the Approval button.</p>  |
| 9. | <p>A message displays confirming approval of the absence request.</p> |
| 10. | <p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p>NOTE: Click the link provided to view the original transaction.</p> |
| 11. | <p>This completes Access and Approve Absence Requests via the Worklist. End of Procedure.</p> |


Access and Approve Absence Request via the Notification Flag

Procedure

In this topic you will learn how to **Access and Approve Absence Requests via the Notification Flag**.

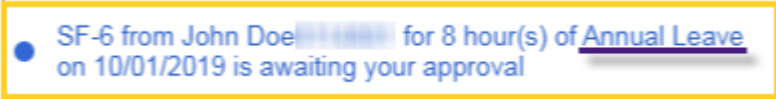

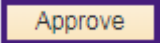
| Step | Action |
|------|---|
| 1. | The Notification flag displays a number count in the banner to notify users of any new Actions requiring attention, such as Absence Approval Requests. |



| Step | Action |
|------|---|
| 2. | <p>In this example, a two (2) displays in the banner indicating there are two actions requiring attention.</p> <p>Click the Notification button.</p>  |

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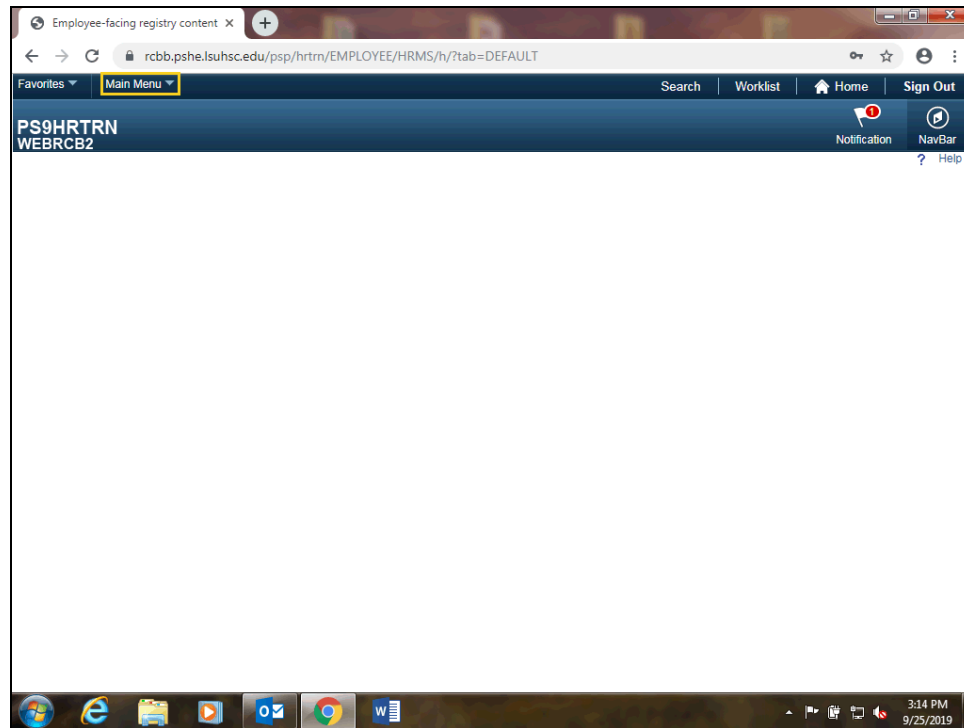
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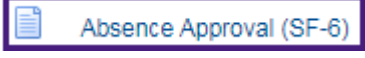
| Step | Action |
|------|---|
| 3. | <p>The most recent transaction will display first in the list.</p> <p>Click the SF-6 Annual Leave link.</p>  |
| 4. | <p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p>  |
| 5. | <p>Click the Approve button.</p>  |
| 6. | <p>A message displays confirming approval of the absence request.</p> |
| 7. | <p>The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.</p> <p><i>NOTE: Click the link provided to view the original transaction.</i></p> |
| 8. | <p>This completes <i>Access and Approve Absence Requests via the Navigation Flag.</i> End of Procedure.</p> |

Access and Approve Absence Requests via the Absence Request (SF-6) Page

Procedure

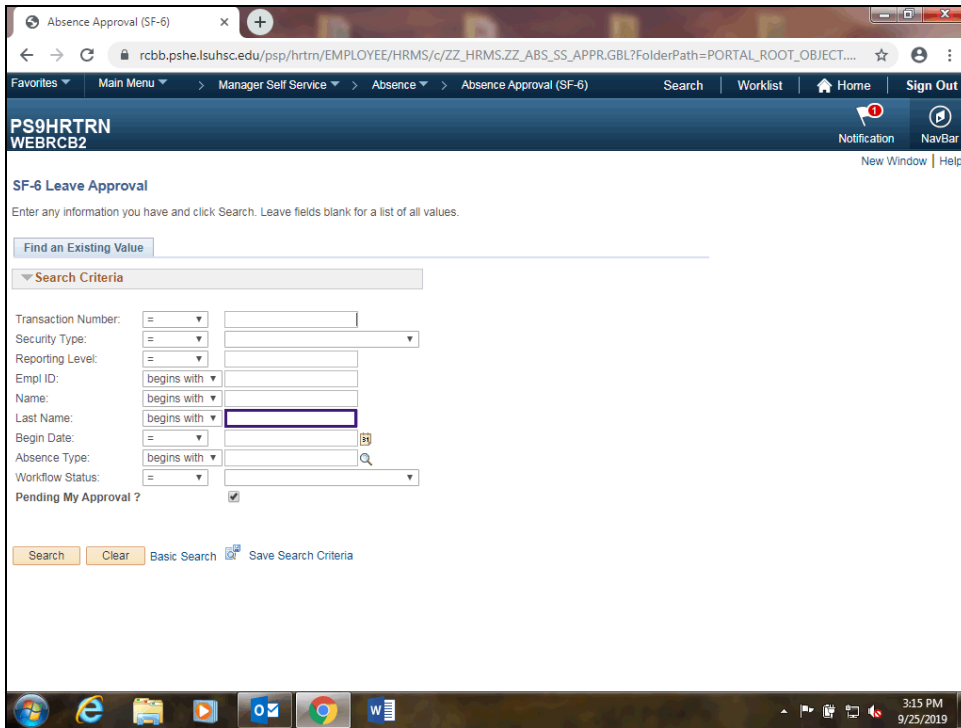
In this topic you will learn how to **Access and Approve Absence Requests via the Absence Requests (SF-6) Page**.



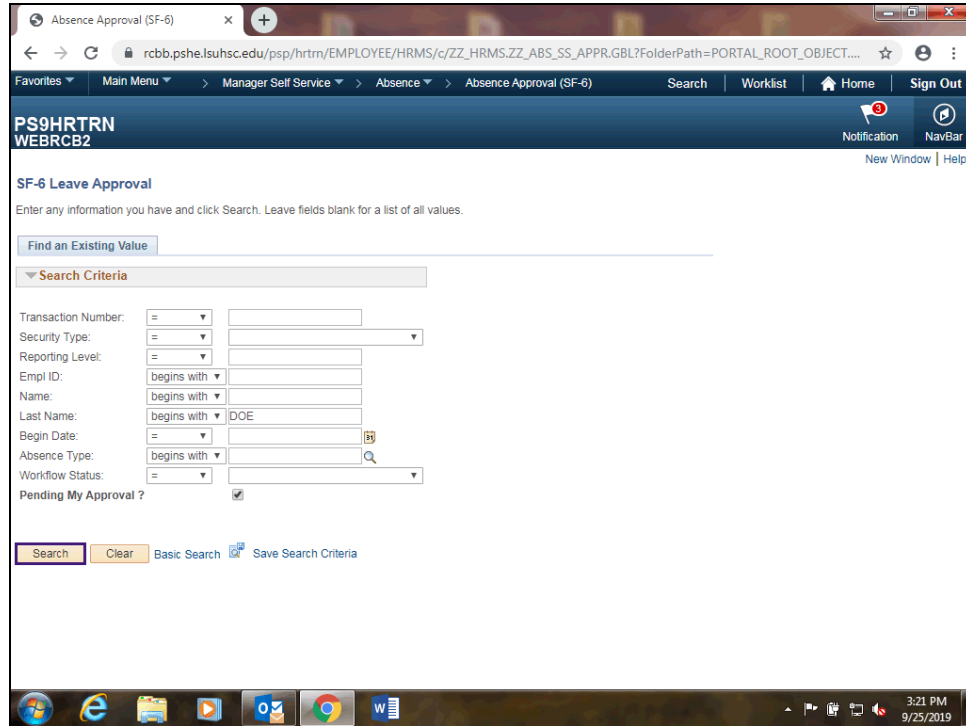
| Step | Action |
|------|---|
| 1. | Click the Main Menu link.  |
| 2. | Click the Manager Self-Service link.  |
| 3. | Click the Absence link.  |
| 4. | Click the Absence Approval (SF-6) link.  |

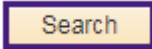


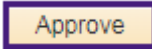
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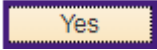


| Step | Action |
|------|--|
| 5. | <p>You may enter the Transaction Number or the employee's Last Name to search for an absence request.</p> <p>Enter the desired information into the Last Name field. Enter "Employee's Last Name".</p> <p><i>NOTE: It is recommended that you use the Last Name field and not the Name field to search. Names are done differently in PeopleSoft and cannot be accessed unless entered in the appropriate format.</i></p> |



| Step | Action |
|------|---|
| 6. | Click the Search button.  |
| 7. | If more than one absence request is in the system, the various transactions will display at the bottom of the page. The most recent request will be listed first. Click the 135797 link.  |
| 8. | In this example, the sick leave requested has been identified as FMLA. FMLA requests require approval from both you and Human Resources. The employee will receive a confirmation email once the request has been approved by both the Manager and Human Resources. |
| 9. | Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar.  |
| 10. | Click the Approve button.  |

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| Step | Action |
|------|--|
| 11. | <p>A message displays reminding you of the two-tier approval process.</p> <p>Click the Yes button.</p>  |
| 12. | <p>A message displays confirming approval of the absence request. FMLA requests must have HR approval as well, so the system will automatically route the absence request to the appropriate HR representative.</p> |
| 13. | <p>The system will automatically send a confirmation email to you confirming the absence request has been approved by HR. The system will also send an email to the employee notifying him/her of the approval.</p> <p><i>NOTE: Click the link provided to view the original transaction.</i></p> |
| 14. | <p>This completes <i>Access and Approve Absence Requests via the Absence Requests (SF-6) Page.</i></p> <p>End of Procedure.</p> |

Create a Secondary Absence Approval

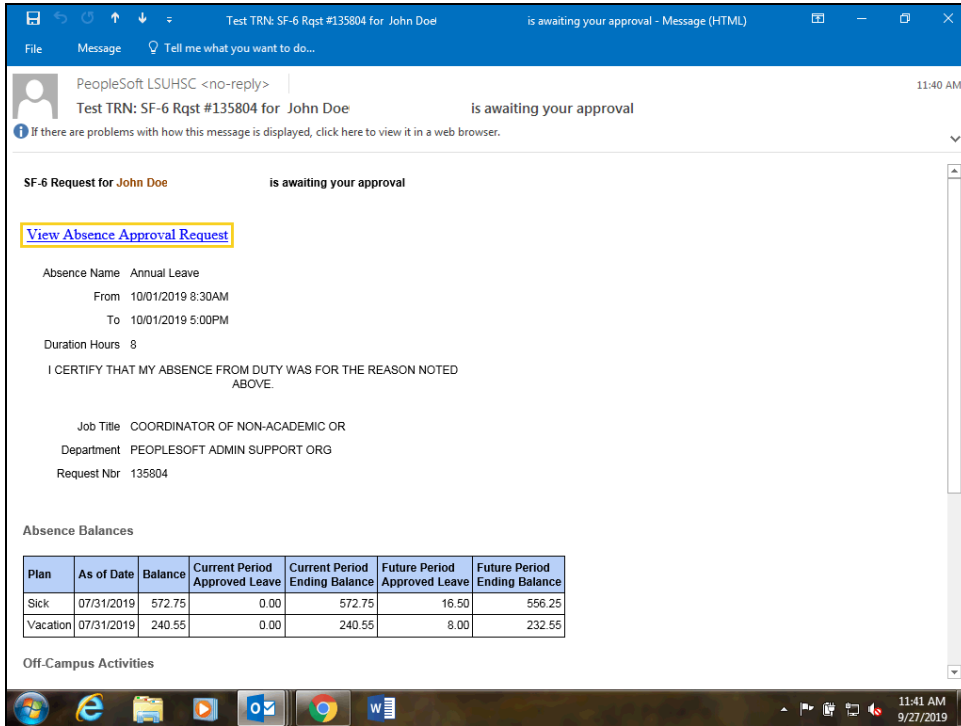
Procedure

In this topic you will learn how to [Create a Secondary Absence Approval](#).

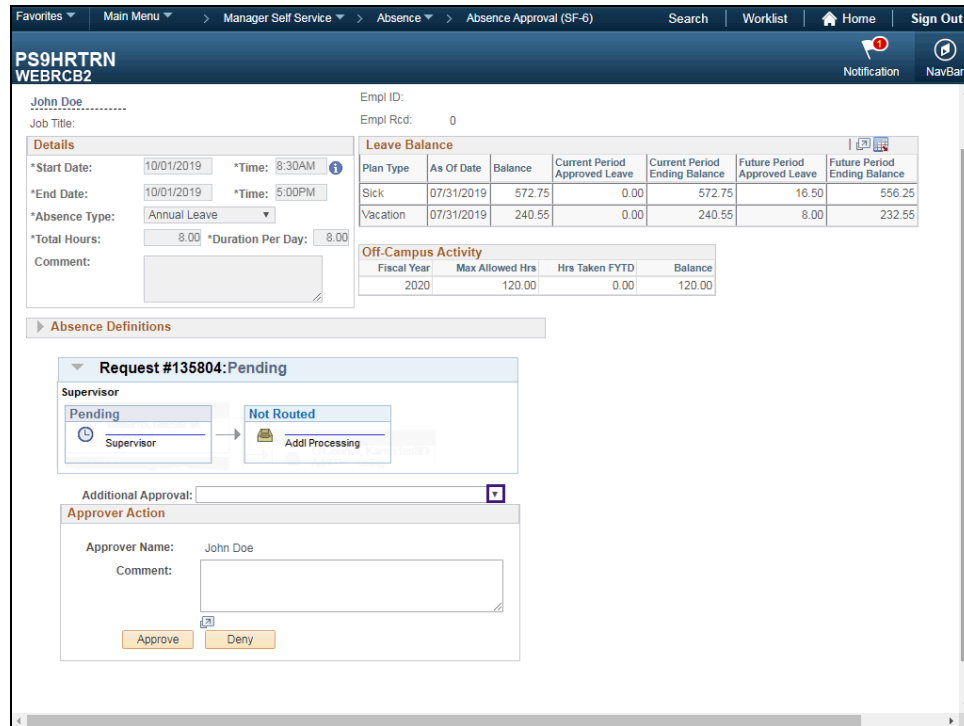
| Step | Action |
|------|--|
| 1. | You can access absence requests two ways. Your first option is to navigate as follows: Main Menu > Manager Self Service > Absence > Absence Approval (SF-6) |
| 2. | On the SF-6 Leave Approval page: 1. Enter the employee's last name in the Last Name field. 2. Click the Search Button. <i>NOTE: The Pending My Approval box will remain checked.</i> |
| 3. | The absence request will display. <i>NOTE: If more than one absence request is pending, a list of pending absence requests will display at the bottom of the page. Click the appropriate request to view the absence information.</i> |



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| Step | Action |
|------|--|
| 4. | Click the View Leave Approval Request link. <div style="border: 2px solid yellow; padding: 2px; display: inline-block; margin-top: 5px;"> View Absence Approval Request </div> |



| Step | Action |
|------|---|
| 5. | <p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the button to the right of the Additional Approval field.</p>  |
| 6. | <p>A list of additional approvers will display in the drop-down list.</p> <p>Click the Jumonville, Beth list item.</p>  |

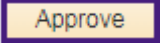
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The screenshot shows the Manager Self-Service interface for an absence approval request. The user is John Doe (Empl ID: WEBCB2). The request is for Annual Leave, starting on 10/01/2019 at 8:30AM and ending on 10/01/2019 at 5:00PM. The total hours are 8.00. The interface includes a 'Leave Balance' table and an 'Off-Campus Activity' table. The 'Approver Action' section shows the approver's name as John Doe and a comment field. The 'Approve' button is highlighted with a red box.

| Plan Type | As Of Date | Balance | Current Period Approved Leave | Current Period Ending Balance | Future Period Approved Leave | Future Period Ending Balance |
|-----------|------------|---------|-------------------------------|-------------------------------|------------------------------|------------------------------|
| Sick | 07/31/2019 | 572.75 | 0.00 | 572.75 | 16.50 | 556.25 |
| Vacation | 07/31/2019 | 240.55 | 0.00 | 240.55 | 8.00 | 232.55 |

| Fiscal Year | Max Allowed Hrs | Hrs Taken FYTD | Balance |
|-------------|-----------------|----------------|---------|
| 2020 | 120.00 | 0.00 | 120.00 |

| Step | Action |
|------|---|
| 7. | Click the Approve button.  |
| 8. | An approval confirmation will display, as well as routing information for secondary approval. <i>NOTE: An email will not be sent to either the requester or original approver when the secondary approver is added. The system will only send a confirmation email to the requester once the secondary approver has approved the request.</i> |
| 9. | This completes <i>Create a Secondary Absence Approval.</i> End of Procedure. |

Create an Absence Request for an Employee

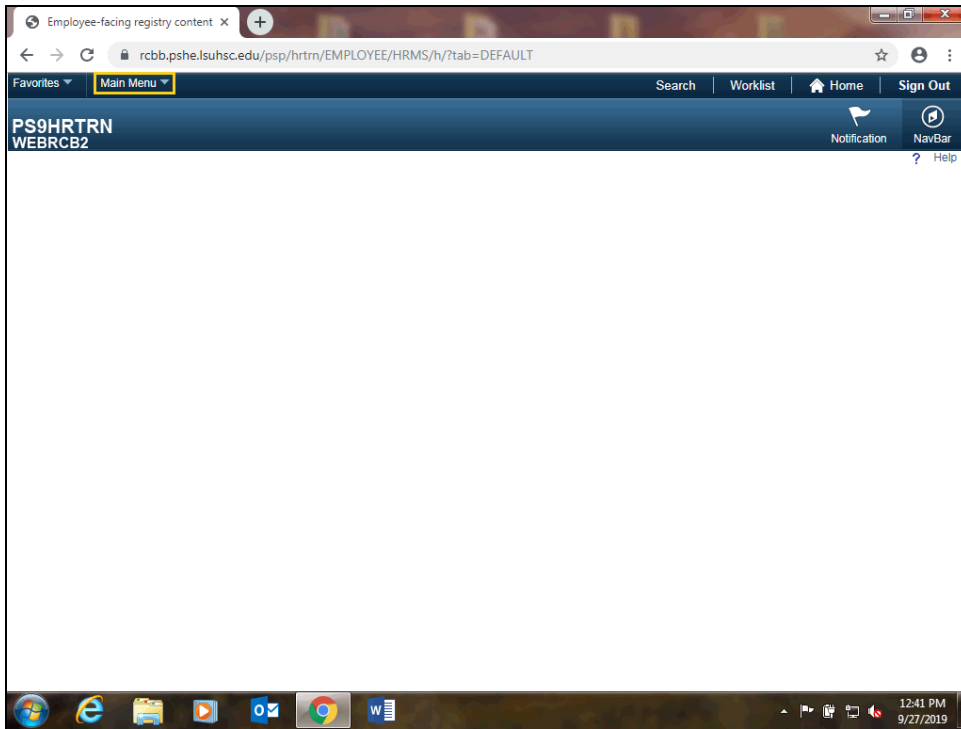
Procedure





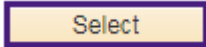
In this topic you will learn how to [Create an Absence Request for an Employee](#).

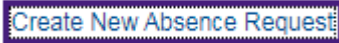


| Step | Action |
|------|---|
| 1. | <p>***** <i>NOTICE</i> *****</p> <p><i>Absence requests should only be created by the manager when an employee is on extended leave, such as FMLA, and unable to complete his/her own absence request. A manual absence request must be completed by the employee immediately upon his/her return to work, for verification and audit purposes, for the time periods indicated on all manager created absence requests submitted on the employee's behalf. For audit purposes, manual absence slips will be housed in the department.</i></p> |

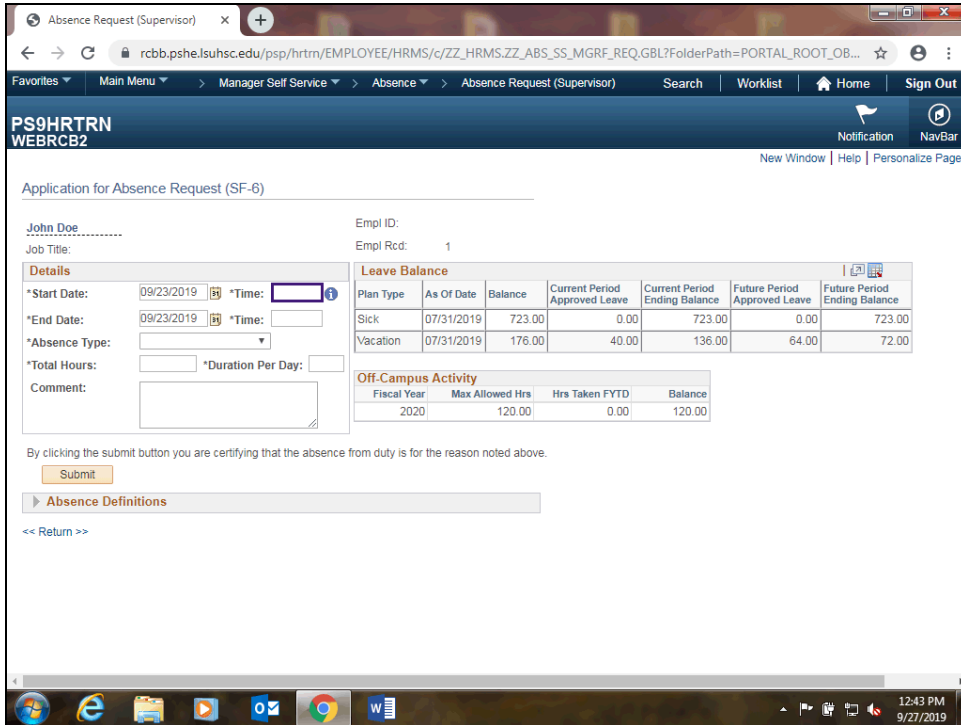
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| Step | Action |
|------|---|
| 2. | <p>Situations, such as an emergency, may arise that will require you to create an absence request for an employee. In these situations, you will create the absence request and approve it.</p> <p>Click the Main Menu link.</p>  |
| 3. | <p>Click the Manager Self Service link.</p>  |
| 4. | <p>Click the Absence link.</p>  |
| 5. | <p>Click the Absence Request (Supervisor) link.</p>  |
| 6. | <p>A list of employees for whom you can perform this function will display.</p> <p>Click the Select button.</p>  |

| Step | Action |
|------|--|
| 7. | Click the Create New Absence Request link.  |
| 8. | Click the Calendar button.  |
| 9. | Click the 23rd button.  |



Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time:

*End Date: 09/23/2019 *Time: _____

*Absence Type: _____

*Total Hours: _____ *Duration Per Day: _____

Comment:

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

▶ Absence Definitions

<< Return >>

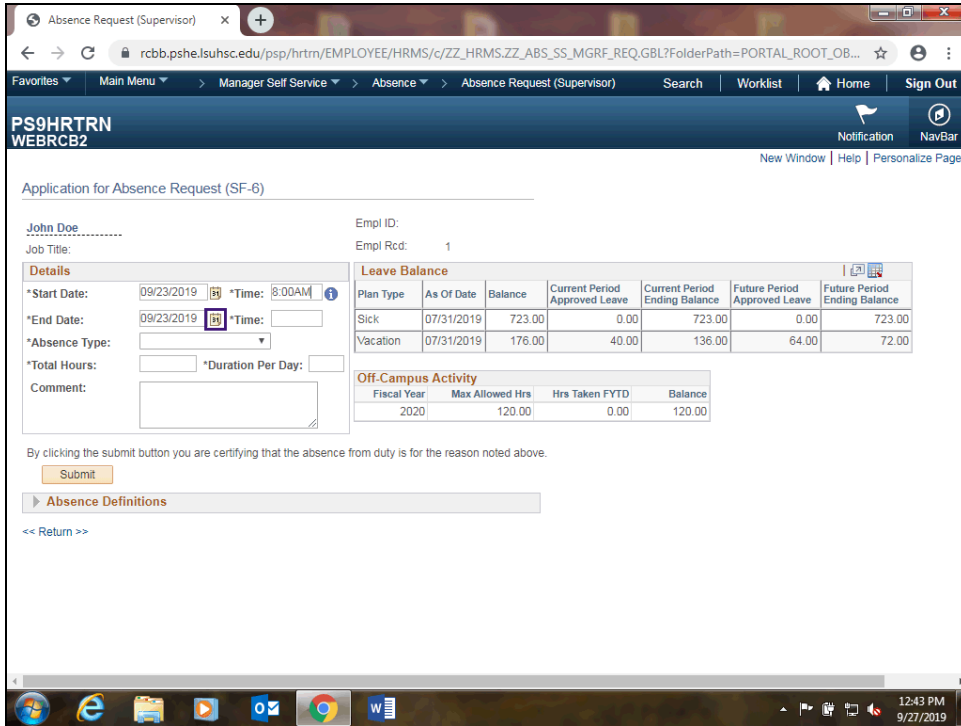
| Leave Balance | | | | | | | |
|---------------|------------|---------|-------------------------------|-------------------------------|------------------------------|------------------------------|--|
| Plan Type | As Of Date | Balance | Current Period Approved Leave | Current Period Ending Balance | Future Period Approved Leave | Future Period Ending Balance | |
| Sick | 07/31/2019 | 723.00 | 0.00 | 723.00 | 0.00 | 723.00 | |
| Vacation | 07/31/2019 | 176.00 | 40.00 | 136.00 | 64.00 | 72.00 | |



| Off-Campus Activity | | | |
|---------------------|-----------------|----------------|---------|
| Fiscal Year | Max Allowed Hrs | Hrs Taken FYTD | Balance |
| 2020 | 120.00 | 0.00 | 120.00 |

| Step | Action |
|------|---|
| 10. | Enter the desired information into the Start Date Time field. Enter " 8:00AM ". |

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| Step | Action |
|------|--|
| 11. | Click the Calendar button.  |
| 12. | Click the 30th button.  |

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Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/30/2019 *Time:
*Absence Type:
 Include Weekend
*Total Hours: *Duration Per Day:
Comment:

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

Leave Balance

| Plan Type | As Of Date | Balance | Current Period Approved Leave | Current Period Ending Balance | Future Period Approved Leave | Future Period Ending Balance |
|-----------|------------|---------|-------------------------------|-------------------------------|------------------------------|------------------------------|
| Sick | 07/31/2019 | 723.00 | 0.00 | 723.00 | 0.00 | 723.00 |
| Vacation | 07/31/2019 | 176.00 | 40.00 | 136.00 | 64.00 | 72.00 |

Off-Campus Activity

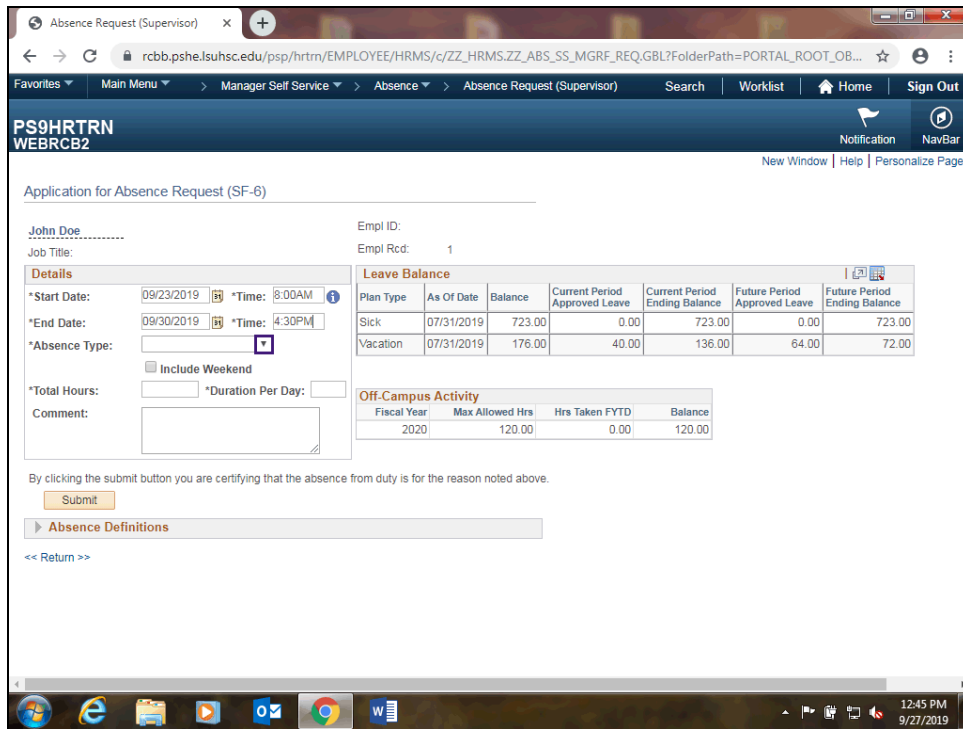
| Fiscal Year | Max Allowed Hrs | Hrs Taken FYTD | Balance |
|-------------|-----------------|----------------|---------|
| 2020 | 120.00 | 0.00 | 120.00 |


<< Return >>

| Step | Action |
|------|--|
| 13. | Enter the desired information into the End Date Time field. Enter "4:30PM" . |

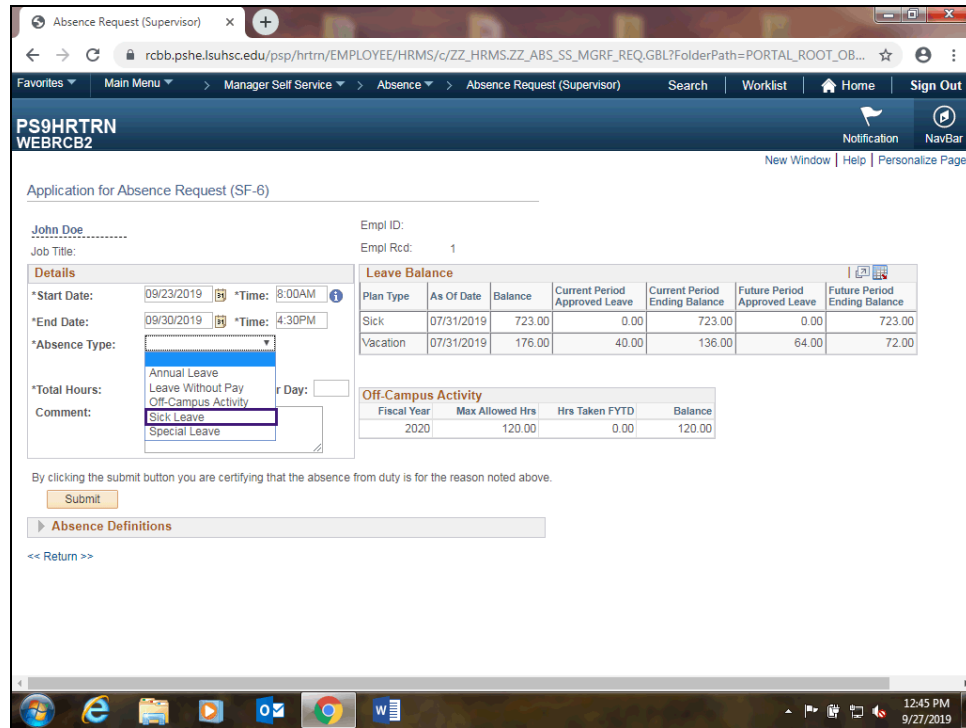
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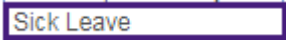
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| Step | Action |
|------|--|
| 14. | Click the button to the right of the Absence Type field.  |

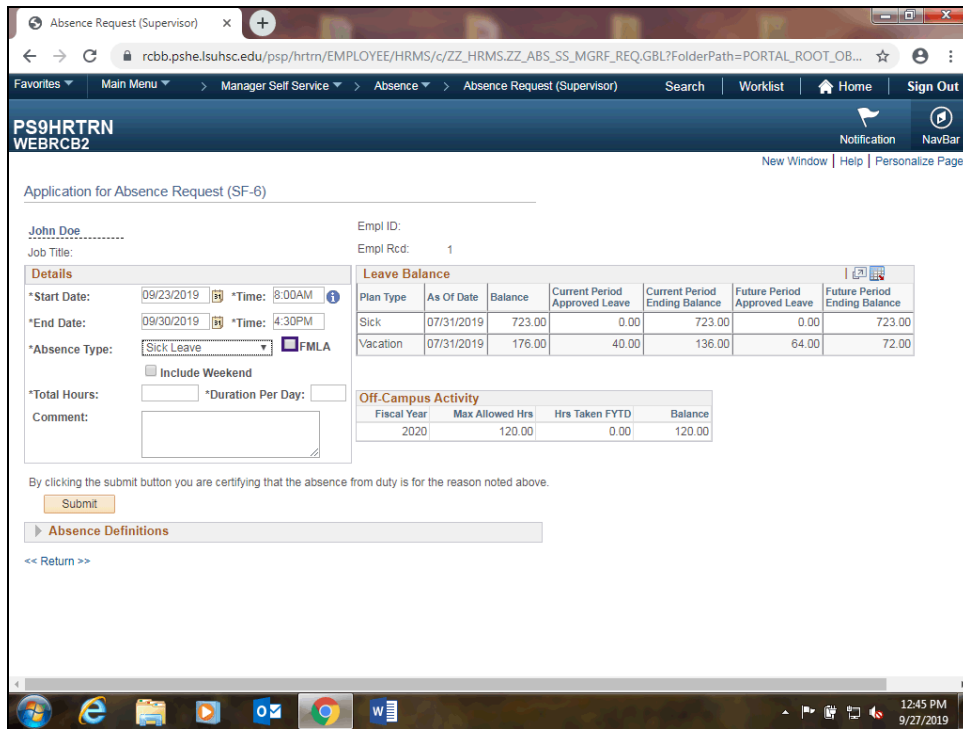
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| Step | Action |
|------|---|
| 15. | Click the Sick Leave list item.  |

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| Step | Action |
|------|--|
| 16. | Click the FMLA option. <input checked="" type="checkbox"/> |

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Application for Absence Request (SF-6)

John Doe
Job Title: _____ Empl ID: _____
Empl Rcd: 1

Details

*Start Date: 09/23/2019 *Time: 8:00AM
*End Date: 09/30/2019 *Time: 4:30PM
*Absence Type: Sick Leave FMLA
 Include Weekend
*Total Hours: *Duration Per Day:

Leave Balance

| Plan Type | As Of Date | Balance | Current Period Approved Leave | Current Period Ending Balance | Future Period Approved Leave | Future Period Ending Balance |
|-----------|------------|---------|-------------------------------|-------------------------------|------------------------------|------------------------------|
| Sick | 07/31/2019 | 723.00 | 0.00 | 723.00 | 0.00 | 723.00 |
| Vacation | 07/31/2019 | 176.00 | 40.00 | 136.00 | 64.00 | 72.00 |

Off-Campus Activity

| Fiscal Year | Max Allowed Hrs | Hrs Taken FYTD | Balance |
|-------------|-----------------|----------------|---------|
| 2020 | 120.00 | 0.00 | 120.00 |

By clicking the submit button you are certifying that the absence from duty is for the reason noted above.

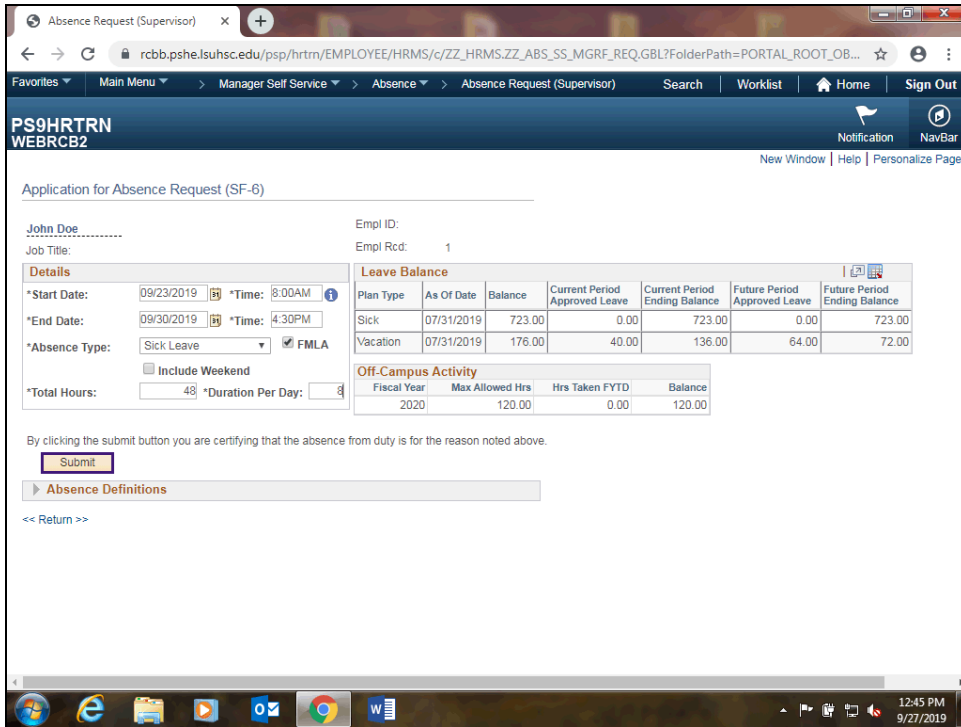
[Absence Definitions](#)

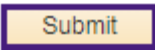
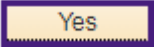
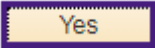
<< Return >>

| Step | Action |
|------|--|
| 17. | Enter the desired information into the Total Hours field. Enter "48". |
| 18. | Enter the desired information into the Duration Per Day field. Enter "8". |

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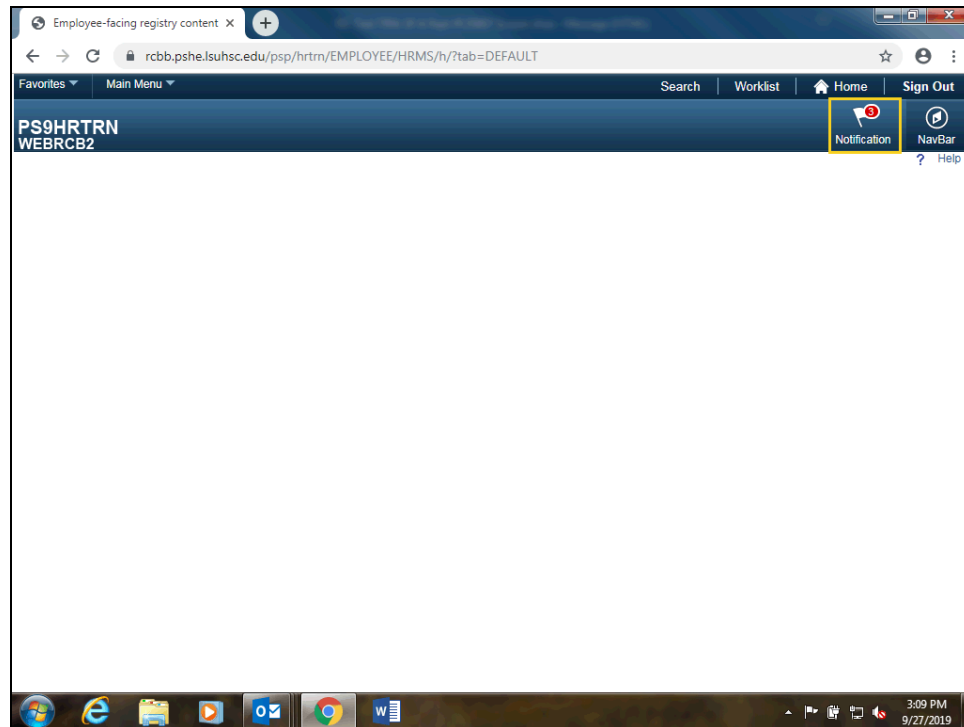
| Step | Action |
|------|--|
| 19. | Click the Submit button.  |
| 20. | A message displays reminding managers that a request should only be created on an employee's behalf in very specific circumstances. An FMLA request must have HR approval as well, so the system will automatically route the absence request to the appropriate HR representative. Click the Yes button.  |
| 21. | A message display stating the request will be routed to Human Resources given it is an FMLA request. Click the Yes button.  |
| 22. | A message displays confirming the request has been approved. |
| 23. | You will receive an email approval request once the absence request is submitted. You must still approve the absence request. |
| 24. | This completes <i>Create an Absence Request for an Employee</i> . End of Procedure. |


Manage Multiple Absence Requests for the Same Day

Procedure

In this topic you will learn how to **Manage Multiple Absence Requests for the Same Day**.



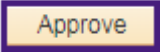


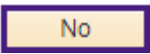
| Step | Action |
|------|--|
| 1. | Absence Scenario In this example, an employee has submitted two absence requests for the same day. The first request is for annual leave on October 8, 2019 from 2:30 PM - 4:30 PM. The second request is for annual leave on October 8, 2019 from 9:00 AM - 10:30 AM. |

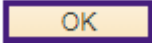


| Step | Action |
|------|--|
| 2. | Click the Notification link.  |

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| Step | Action |
|------|--|
| 3. | <p>A list of Action items displays with the most recent appearing first.</p> <p>Click the SF-6 2 hours Sick Leave 10/08/2019 link.</p>  |
| 4. | <p>The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> <p>Click the Down button of the scrollbar.</p>  |
| 5. | <p>Click the Approve button.</p>  |
| 6. | <p>Repeat steps 2 - 5 to approve the other request for 10/8/2019.</p> <p>Click the Notification link.</p>  |
| 7. | <p>NOTE: The previously approved request has been removed from the Action list.</p> <p>Click the SF-6 1.5 hours Sick Leave 10/8/2019 link.</p>  |
| 8. | <p>The second Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.</p> |
| 9. | <p>Click the Approve button.</p>  |
| 10. | <p>After clicking the Approve button, a warning message displays. You should not approve the request without first speaking with the employee to verify the information is correct.</p> <p><u>NOTE: If the first request has not completed the approval process, the warning message will not display.</u></p> <p>Click the No button.</p>  |

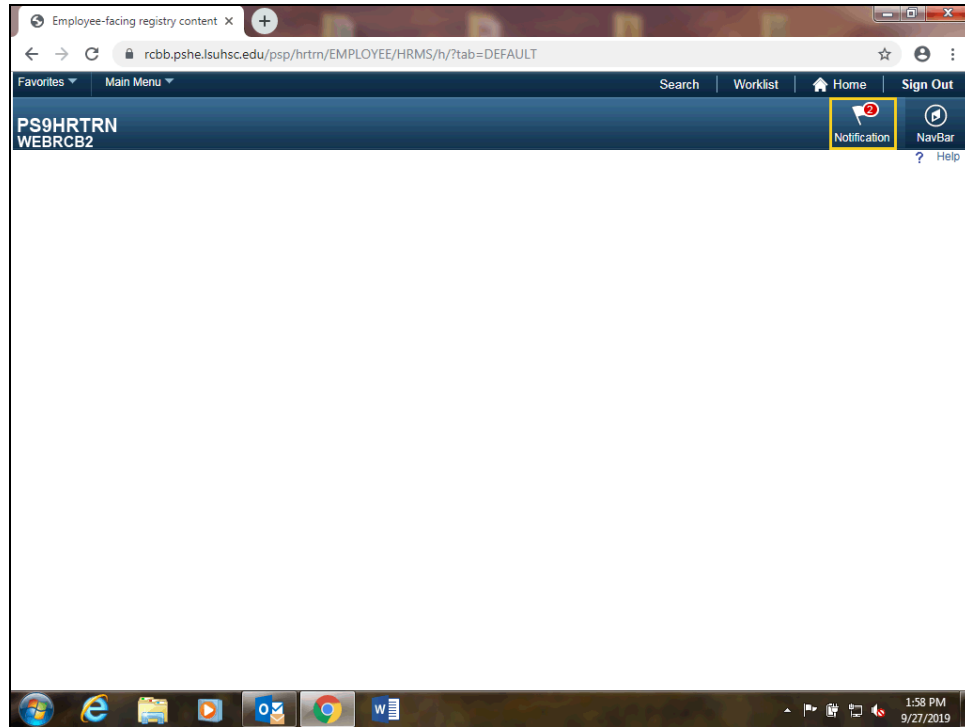
| Step | Action |
|-------------|--|
| 11. | A confirmation message stating the approval process has been stopped displays. Click the OK button.  |
| 12. | This completes <i>Manage Multiple Absence Requests for the Same Day</i> . End of Procedure. |


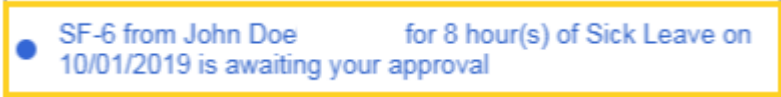

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Deny an Absence Request

Procedure

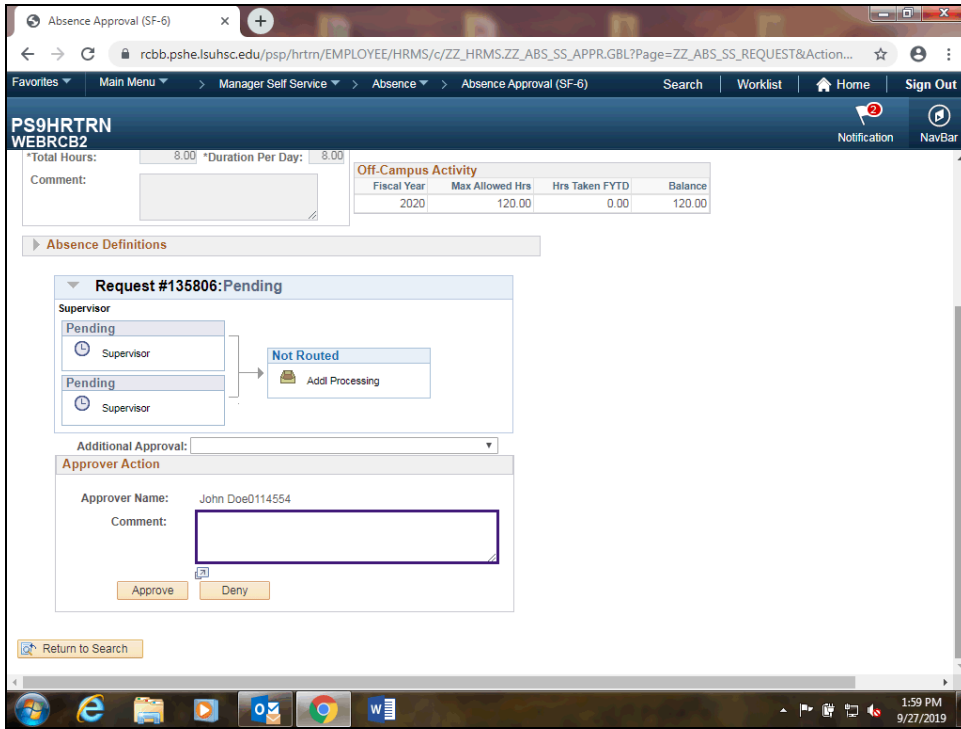
In this topic you will learn how to **Deny an Absence Request**.



| Step | Action |
|------|---|
| 1. | Click the Notification link.  |
| 2. | A list of Action items displays with the most recent appearing first. Click the SF-6 Sick Leave 10/01/2019 link.  |
| 3. | The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar.  |

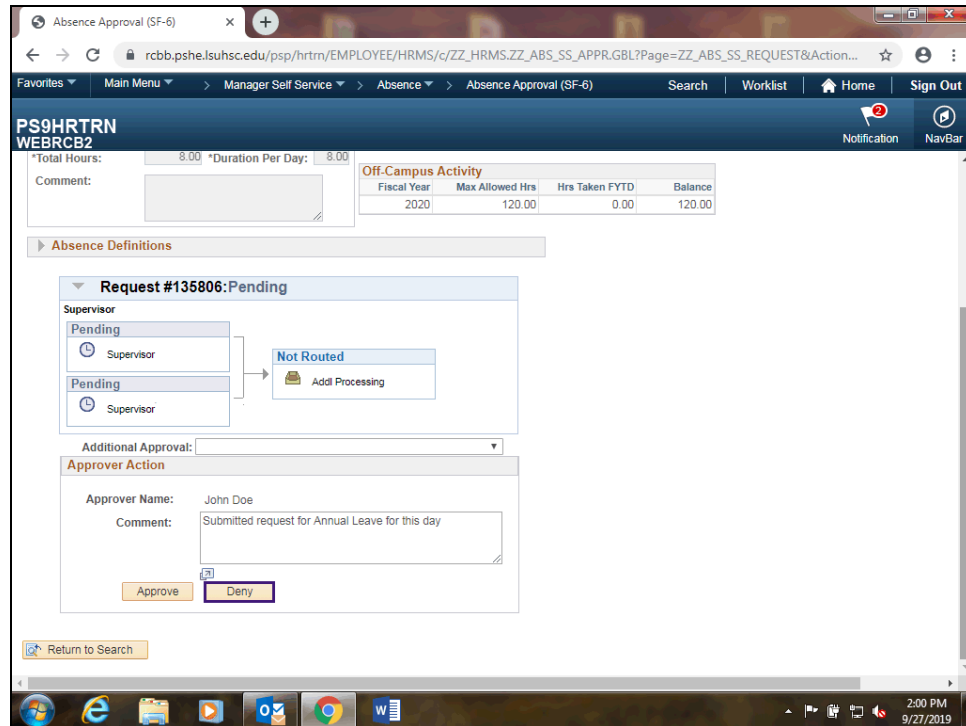
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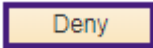
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| Step | Action |
|------|---|
| 4. | <p>A brief comment should be entered into the Comment field explaining the reason for the denial.</p> <p>Enter the desired information into the Comment field. Enter "Submitted request for Annual Leave for this day".</p> |

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| Step | Action |
|------|--|
| 5. | Click the Deny button.  |
| 6. | A confirmation message will display showing the absence has been denied. |
| 7. | The system will automatically send an email to the manager and employee that the request has been denied. <i>NOTE: Click the link provided to view the original transaction.</i> |
| 8. | This completes Deny an Absence Request . End of Procedure. |

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Delegate Absence Approval

Occasionally managers may need to delegate their approval for absence requests. These situations should be rare and infrequent, and used only when the manager is not able to approve the requests within the designated payroll cycle. For example, the manager may be on vacation, FMLA, or travelling on business for an extended period of time. ***The delegation approval feature should not be used by managers as a means to delegate this work responsibility on a regular basis.***

Procedure

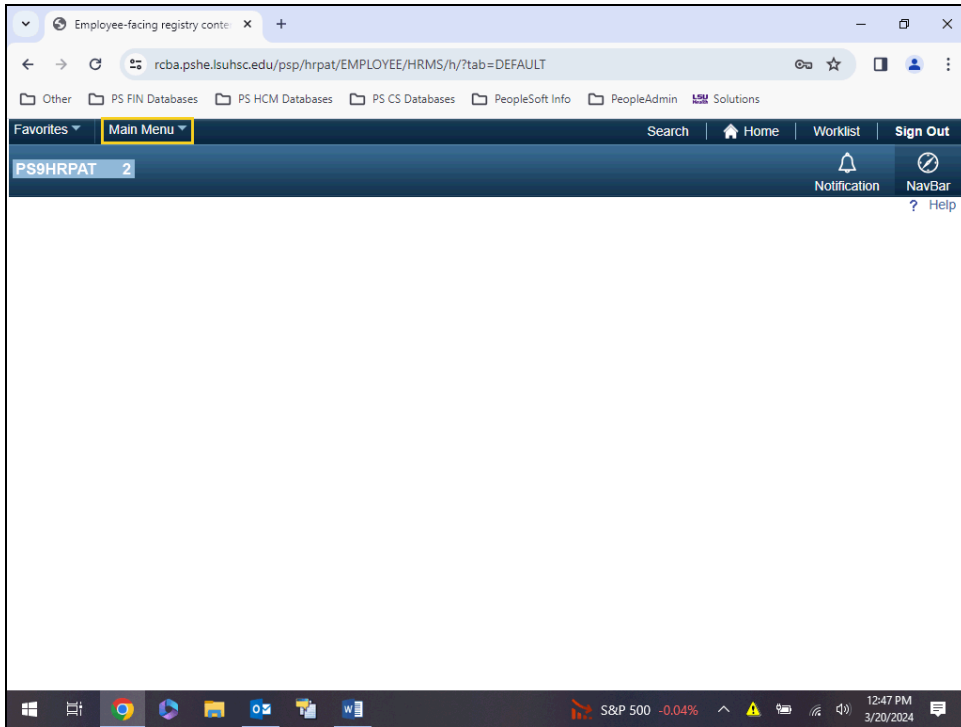
In this topic you will learn how to **Delegate Absence Approval**.




NOTE: You will complete all outstanding absence requests that currently require approval prior to delegating authority. Once the proxy accepts the absence delegation request, all outstanding absence requests awaiting your approval will be transferred to the proxy.

| Step | Action |
|------|--|
| 1. | <i>NOTE: The delegation feature can only be used to delegate authority to an individual with supervisory authority over the employee (such as the supervisor's supervisor). Delegation to a non-supervisory role is <u>not</u> allowed.</i> |

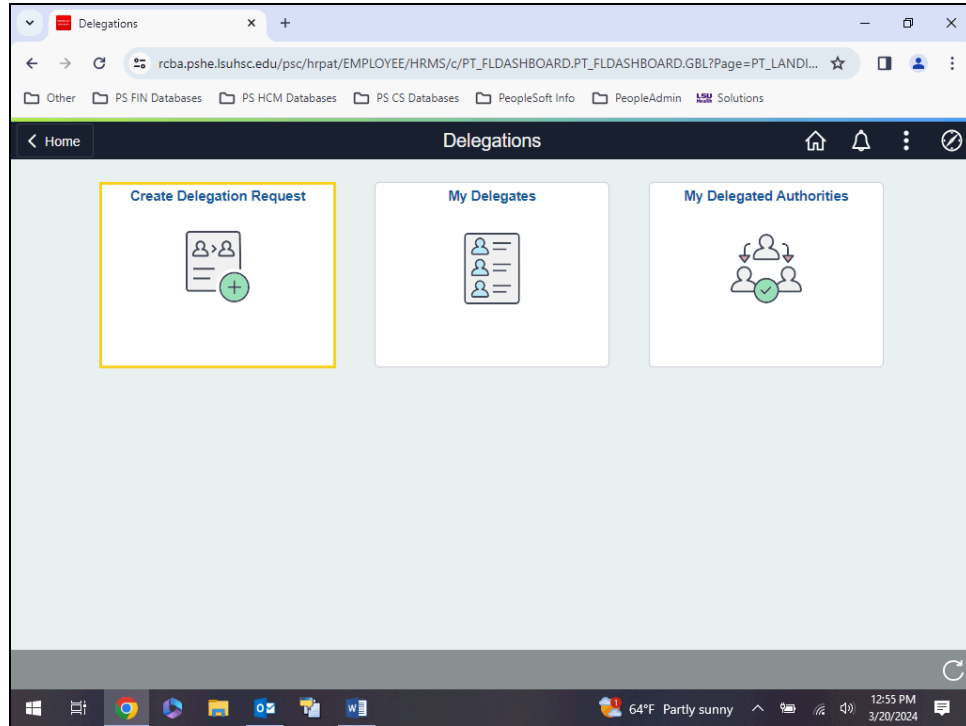
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| Step | Action |
|------|---|
| 2. | Click the Main Menu link.  |
| 3. | Click the Self Service link.  |
| 4. | Click the Manage Delegation link.  |

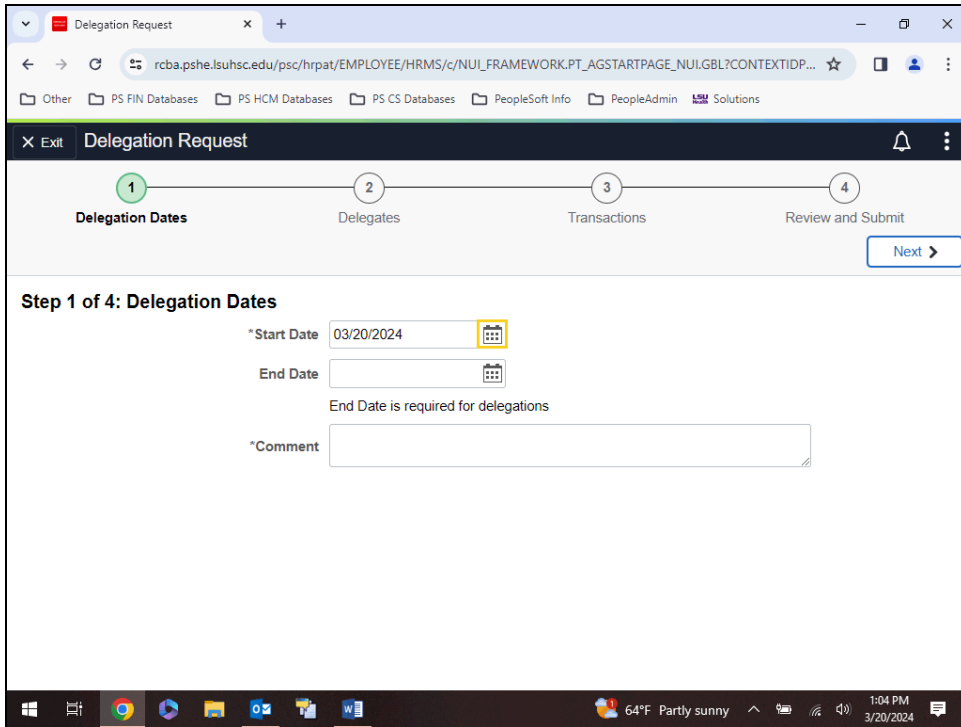
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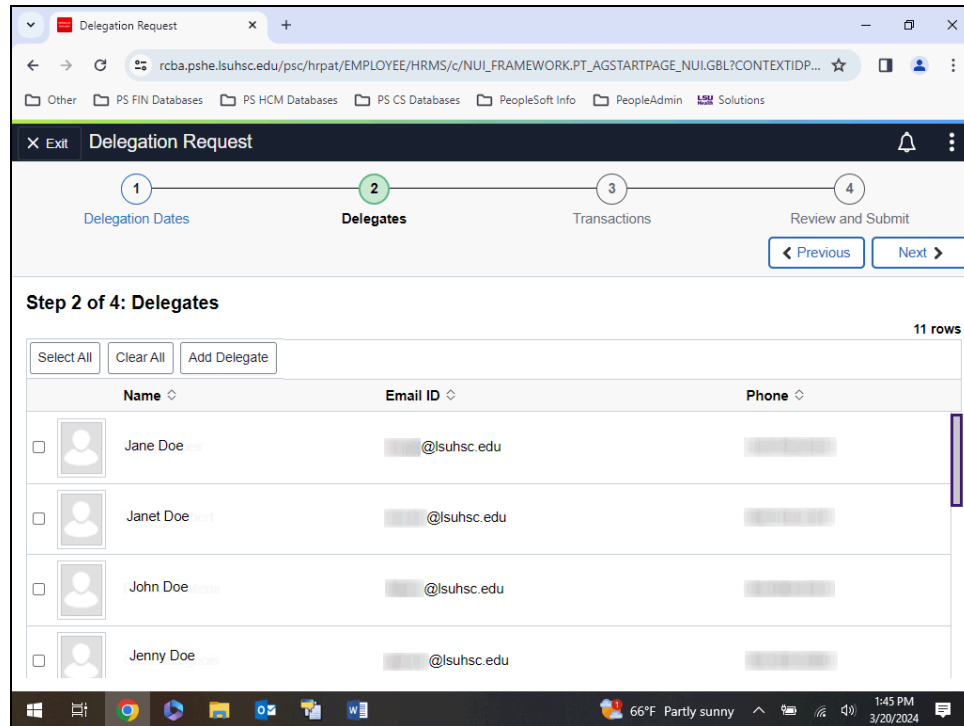
| Step | Action |
|------|--|
| 5. | Click the Create Delegation Request link. |

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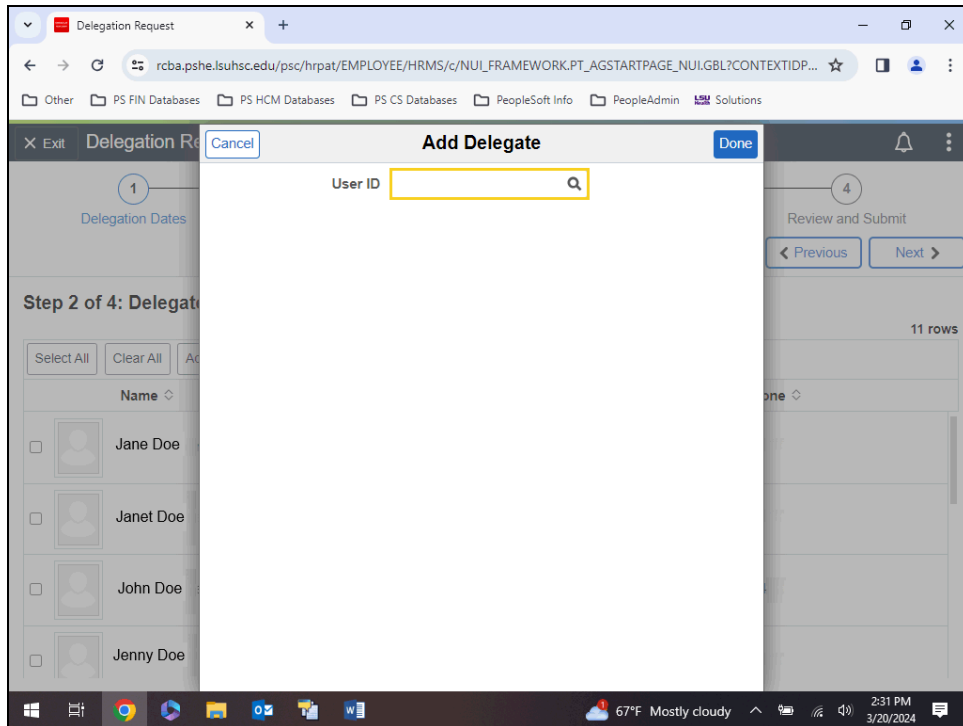
| Step | Action |
|------|--|
| 6. | Click the *Start Date Calendar button.  |
| 7. | Click the 22nd button.  |
| 8. | Click the End Date Calendar button. <i>NOTE: End Date is required. A delegation may not exceed 30 days for LSUNO.</i>  |
| 9. | Click the 26th button.  |
| 10. | Enter the desired information into the *Comment field. Enter " Delegation for overtime approval ". |
| 11. | Click the Next button.  |

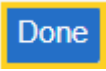


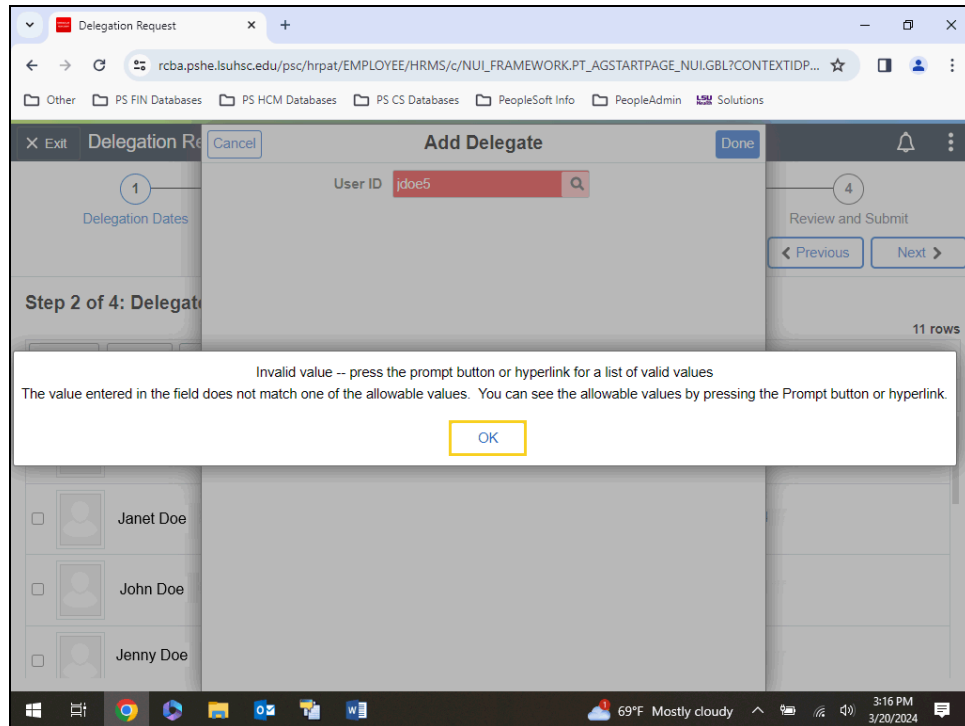
| Step | Action |
|------|--|
| 12. | <i>NOTE: The Search option will only return a list of those employees designated as Supervisors or Ad Hoc Supervisors. You cannot delegate absence request approval authority to non-supervisory employees.</i> |
| 13. | <p>A list of delegate options displays. An additional delegate can be added to your list if desired. However, the delegate must be at your same level or higher. <i>You cannot delegate to a subordinate.</i></p> <p><i>NOTE: You can scroll down to view additional delegation options.</i></p> <p>Click the Add Delegate button.</p> <div style="border: 2px solid yellow; padding: 5px; display: inline-block;">Add Delegate</div> |

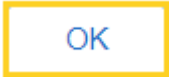
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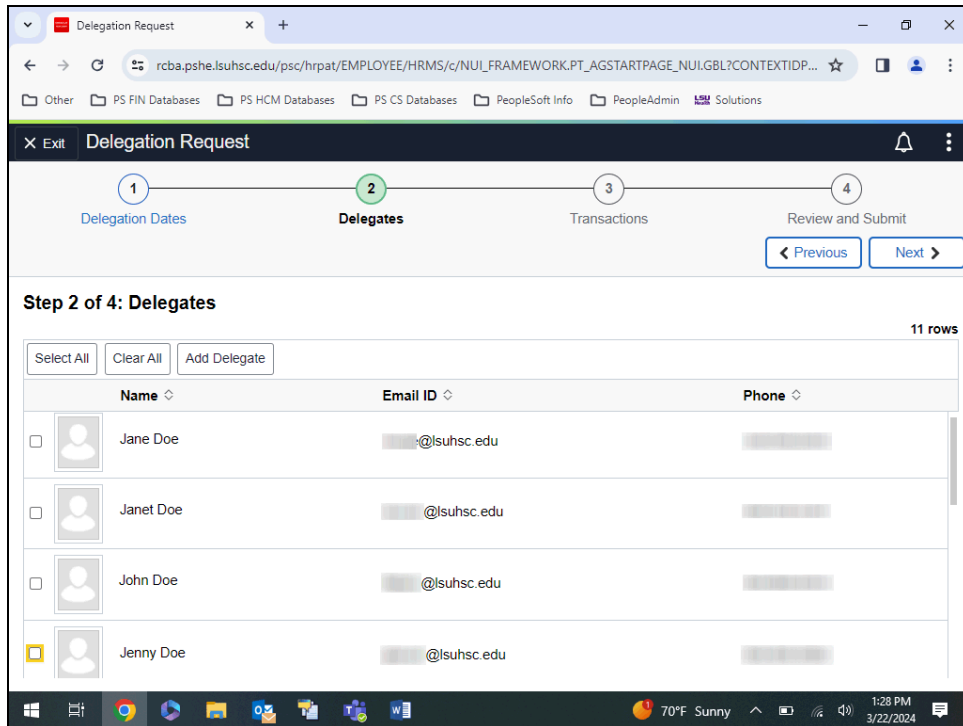
| Step | Action |
|------|--|
| 14. | <p>Enter the User ID or search for it using the Look up User ID magnifying glass.</p> <p><i>NOTE: If you click on the Look up User ID magnifying glass, a list of additional approved delegates displays.</i></p> <p>Enter the desired information into the User ID field. Enter "jdoe5".</p> |
| 15. | <p>Click the Done button.</p>  |


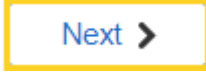


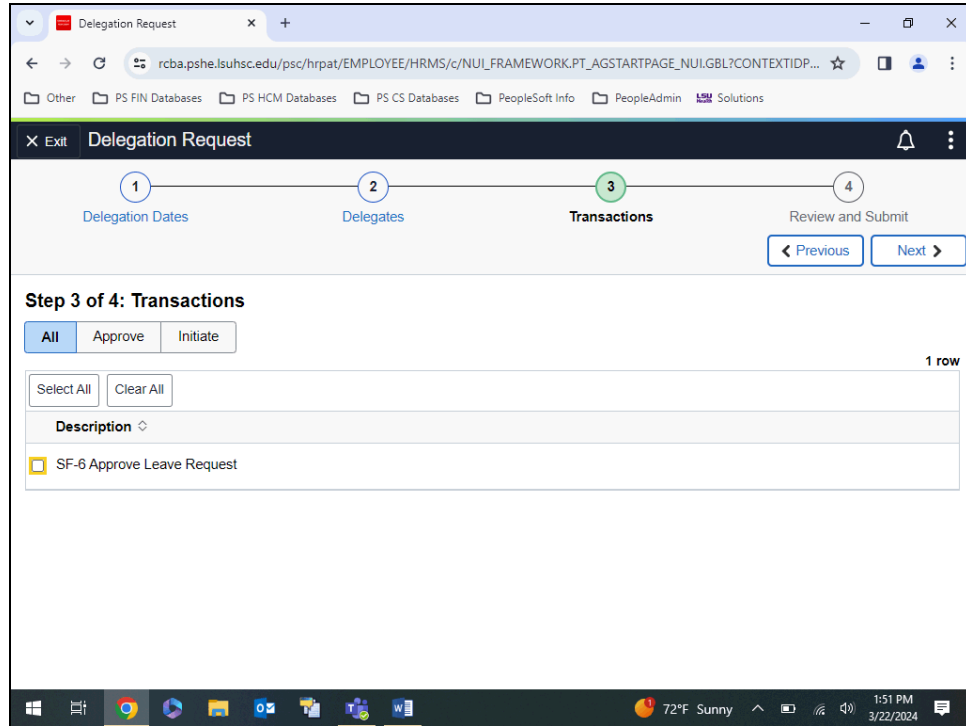
| Step | Action |
|------|--|
| 16. | <p>A message displays stating this person is not allowed as a delegate for you.</p> <p>Click the OK button.</p>  |

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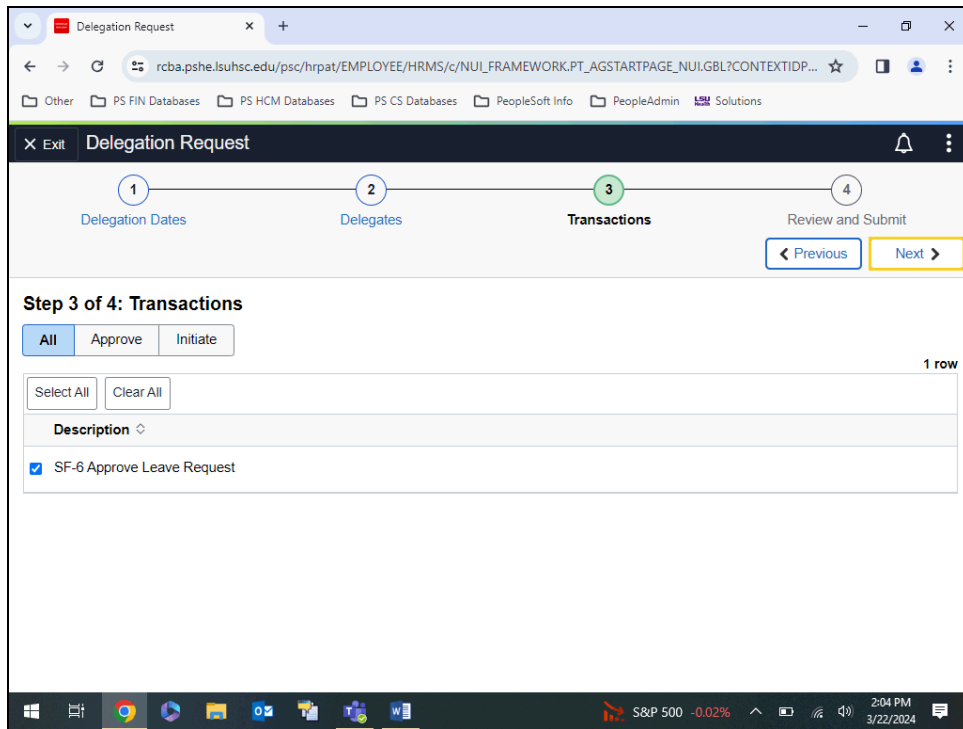
| Step | Action |
|------|--|
| 17. | <p>Select a delegate from the original list simply by clicking on the box to the left of the name.</p> <p>Click the Jenny Doe option.</p>  |
| 18. | <p>Click the Next button.</p>  |



| Step | Action |
|------|--|
| 19. | Click the SF-6 Approve Leave Request option.  |

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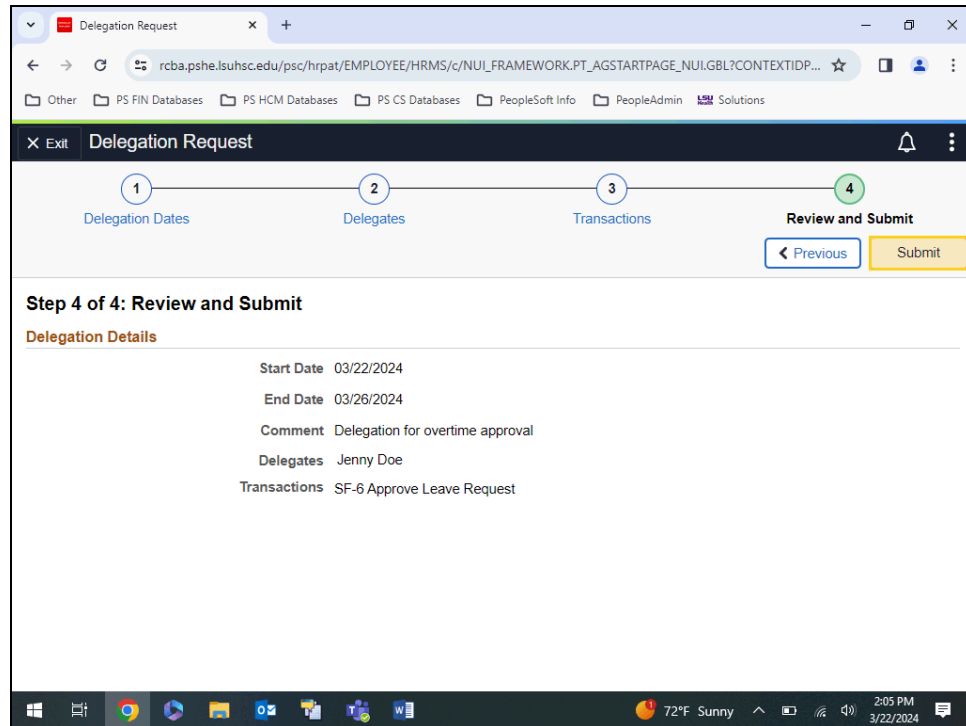
Manager Self-Service



| Step | Action |
|------|-------------------------------|
| 20. | Click the Next button. |



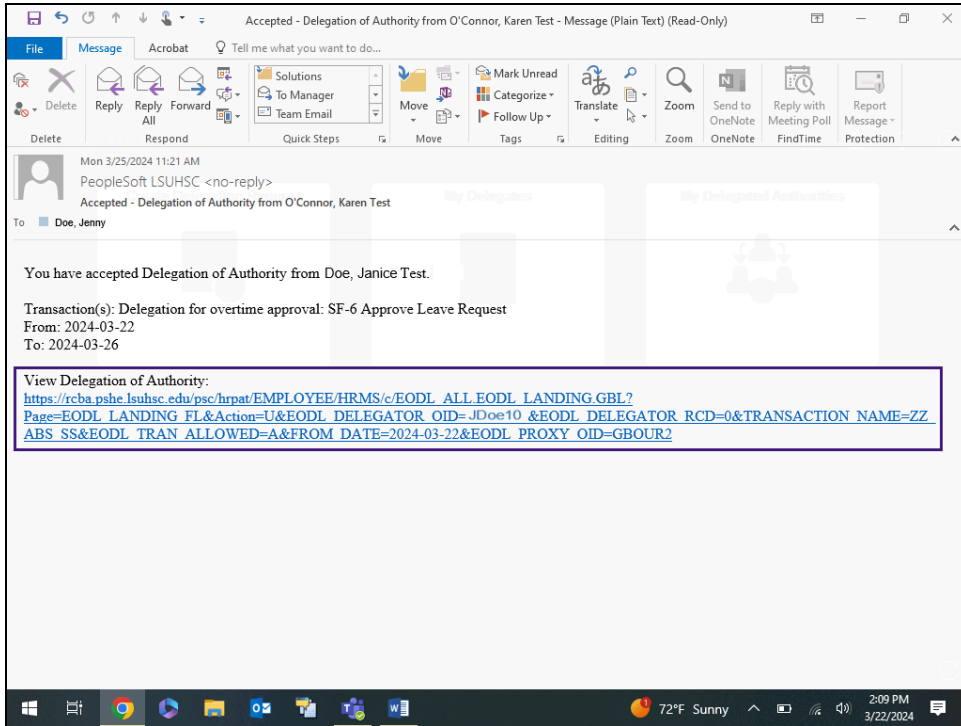
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| Step | Action |
|------|---|
| 21. | <p>Review the delegation information for correctness. If correct, click Submit. If incorrect, click the previous button to return to the page requiring a change.</p> <p>Click the Submit button.</p> <div style="border: 1px solid black; background-color: #fff9c4; padding: 5px; display: inline-block; margin: 10px 0;">Submit</div> |
| 22. | You are returned to the Delegation Request page. |

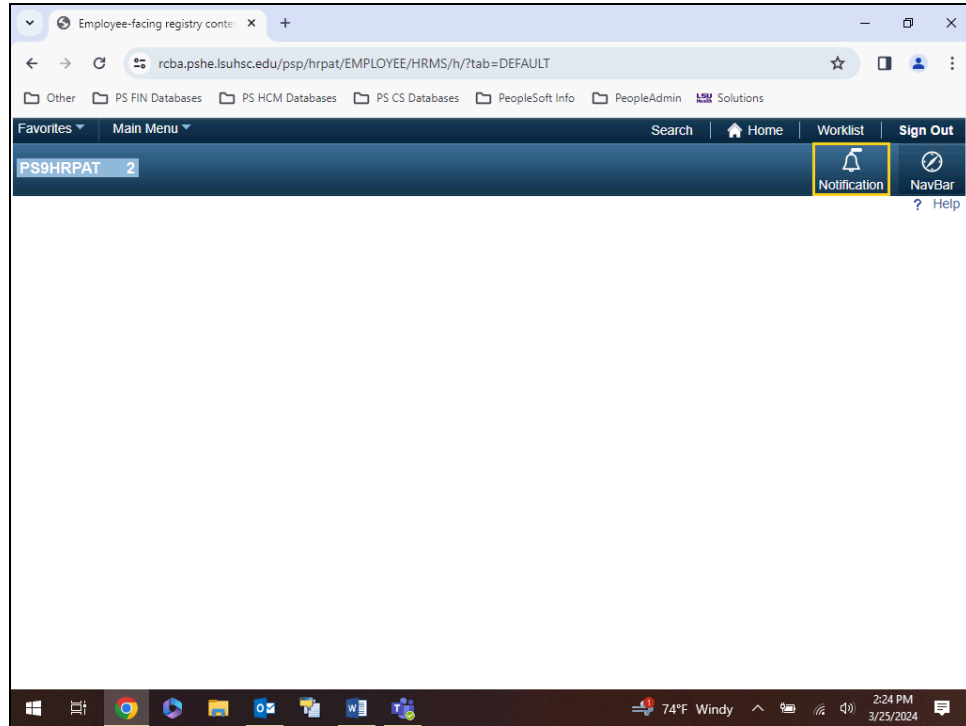
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| Step | Action |
|------|--|
| 23. | <p>The Proxy (Delegate) will receive an email so that the Delegation of Authority can be accepted. You will click the hyperlink to take you to the appropriate page in PeopleSoft.</p> <p><i>NOTE: If you are not logged into PeopleSoft, you will need to log in the system.</i></p> |

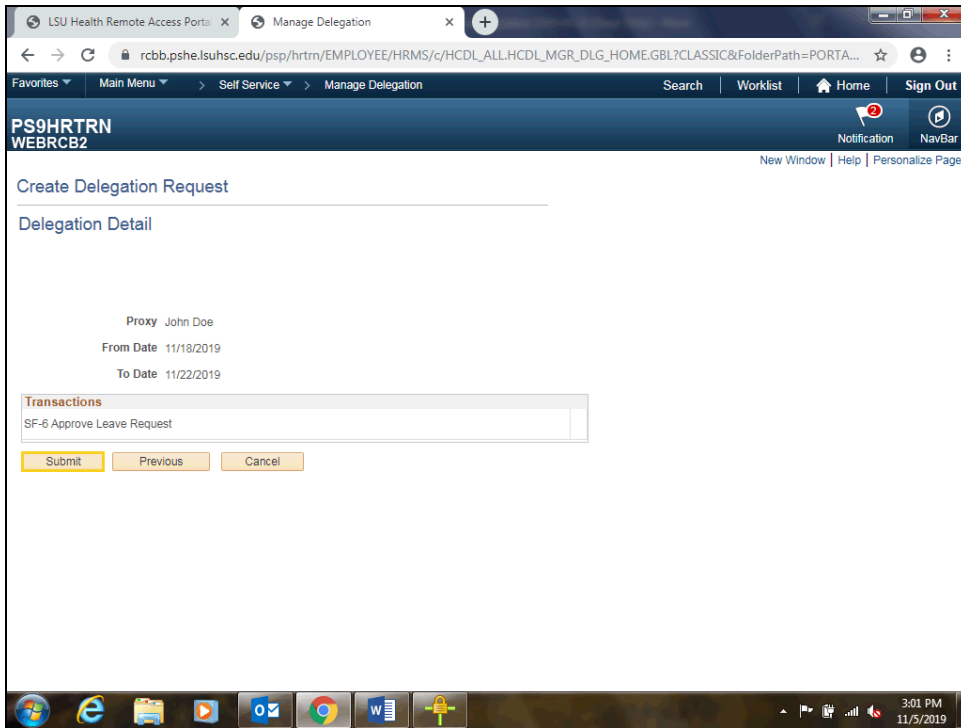
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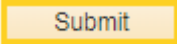


| Step | Action |
|------|--|
| 24. | <p>When you enter the database, if the Notification bell has a bar across the top of it, that indicates there are Actions/Alerts that require attention.</p> <p>Click the Notification button.</p>  |

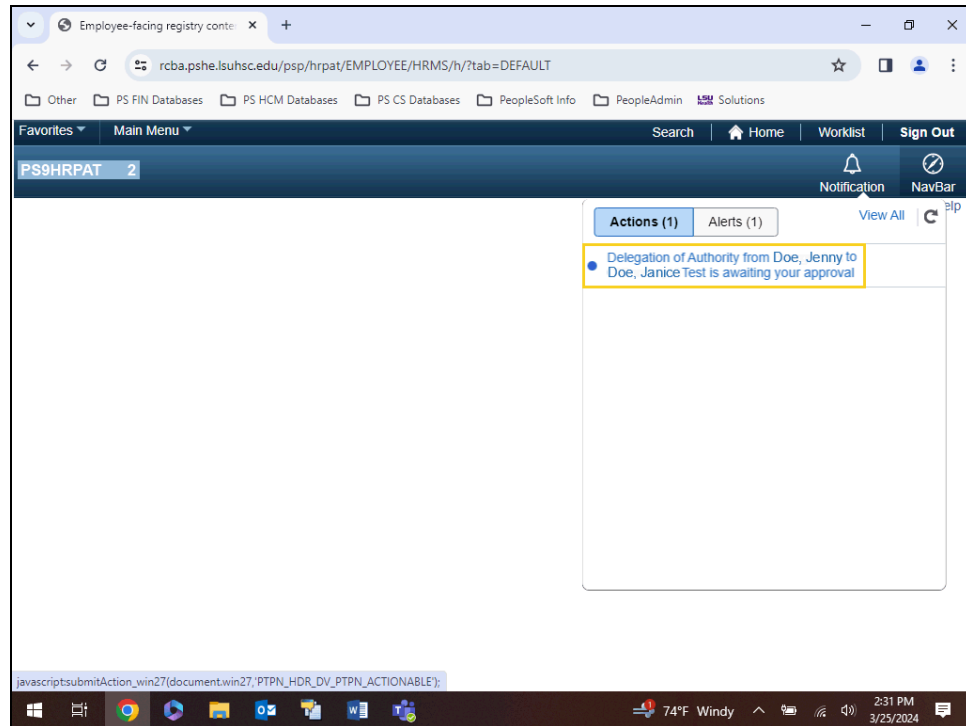
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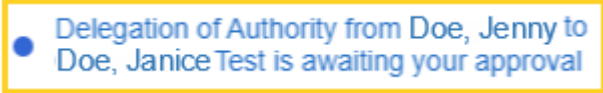
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| Step | Action |
|------|--|
| 25. | Click the Submit button.  |

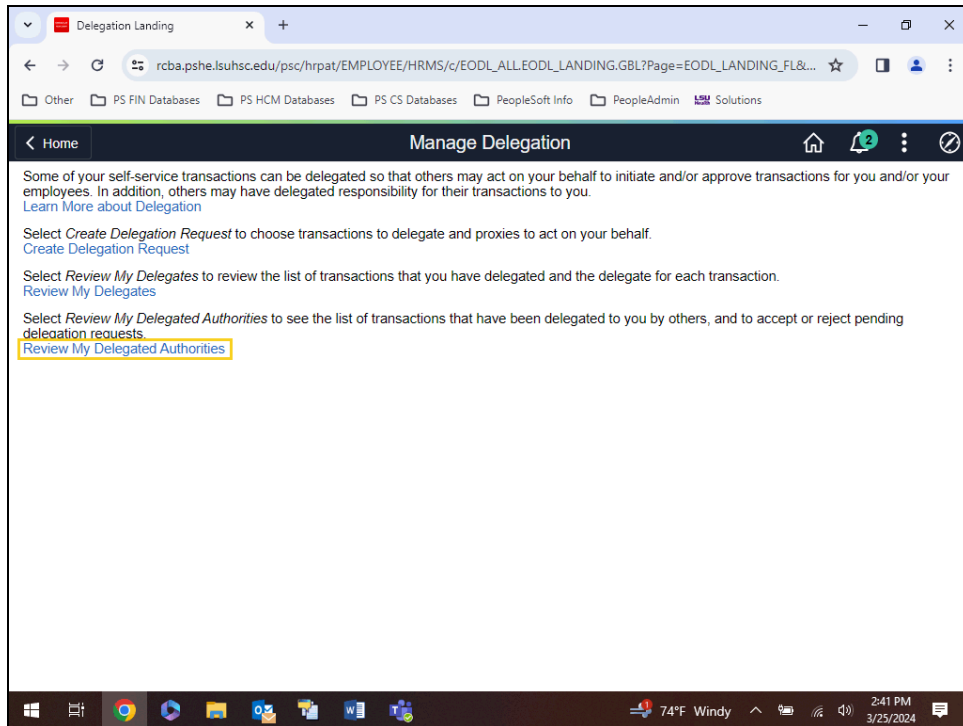
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| Step | Action |
|------|--|
| 26. | Click the Delegation of Authority link.  |

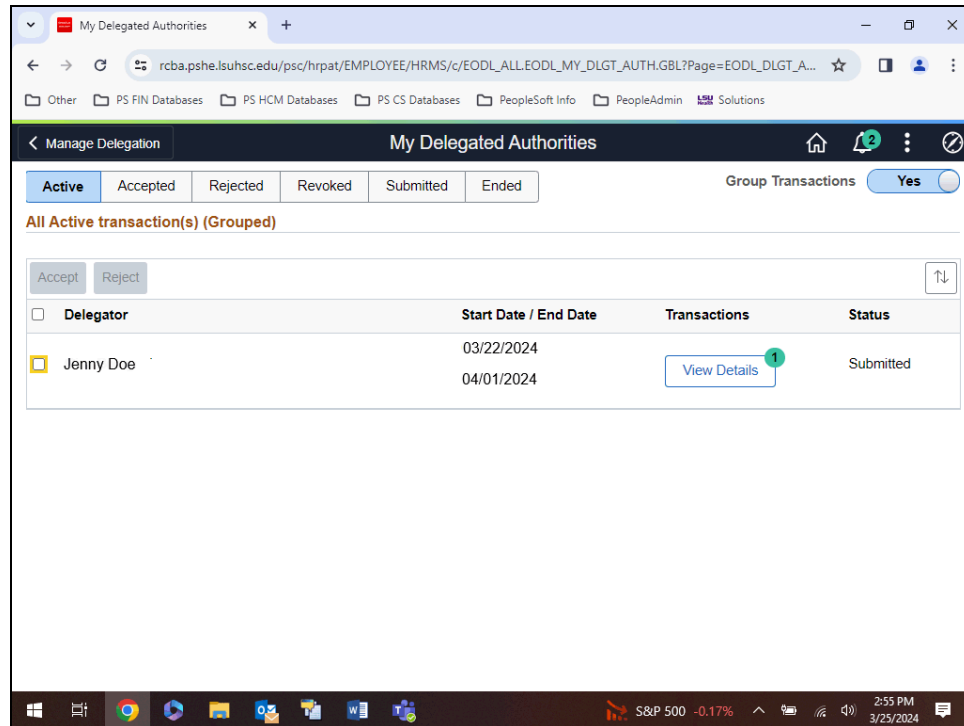
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| Step | Action |
|------|--|
| 27. | <p>The Manage Delegation message displays. From here you will select which option to select to complete the Delegation process.</p> <p>Click the Review My Delegated Authorities link.</p> <p>Review My Delegated Authorities</p> |

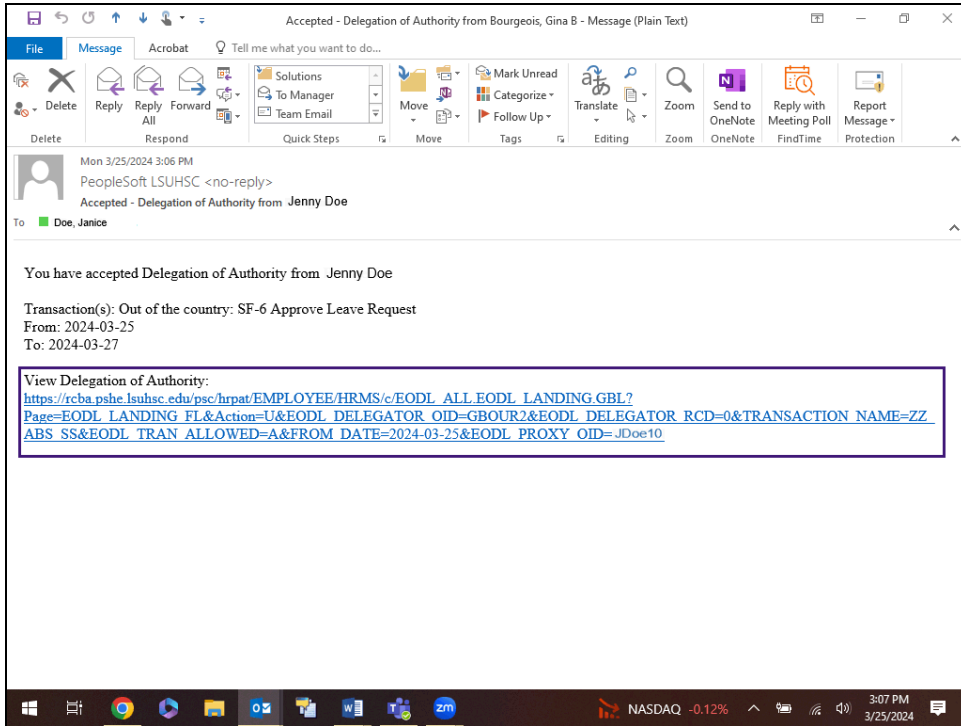
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| Step | Action |
|------|--|
| 28. | Click the Delegator option.  |
| 29. | Click the Accept button.  |
| 30. | A confirmation message displays asking if you wish to accept the delegation. Click the Accept button.  |

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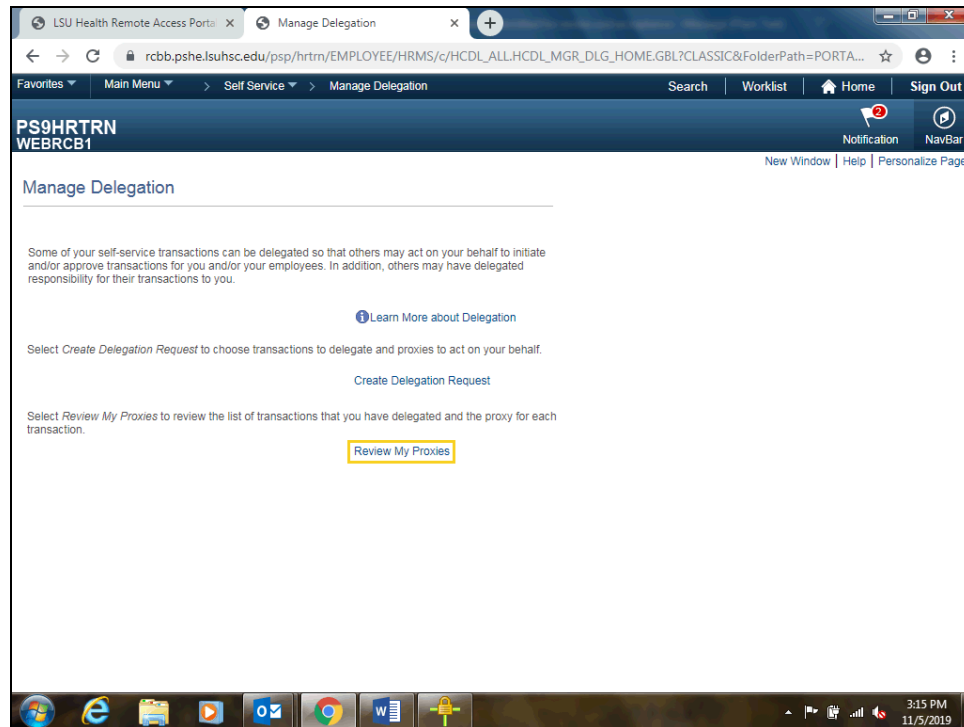


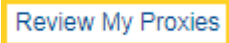

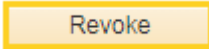
| Step | Action |
|------|--|
| 31. | The system will automatically send an email to the requester and delegate. The delegate will click on the link provided to view the accepted delegation. |
| 32. | This completes <i>Delegate Absence Approval</i> . End of Procedure. |

Review and Revoke a Proxy

Procedure


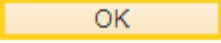
In this topic you will learn how to **Review and Revoke a Delegation Proxy**.



| Step | Action |
|------|---|
| 1. | Click the Review My Proxies link.  |
| 2. | A list of delegation proxies displays. |
| 3. | Revoke a Delegation Proxy Select the Transaction you wish to revoke. Click the SF-6 Approve Leave Request button. <i>NOTE: Revoking proxy delegation is only necessary if you wish to stop the delegation prior to the scheduled "End Date".</i>  |
| 4. | Click the Revoke button.  |

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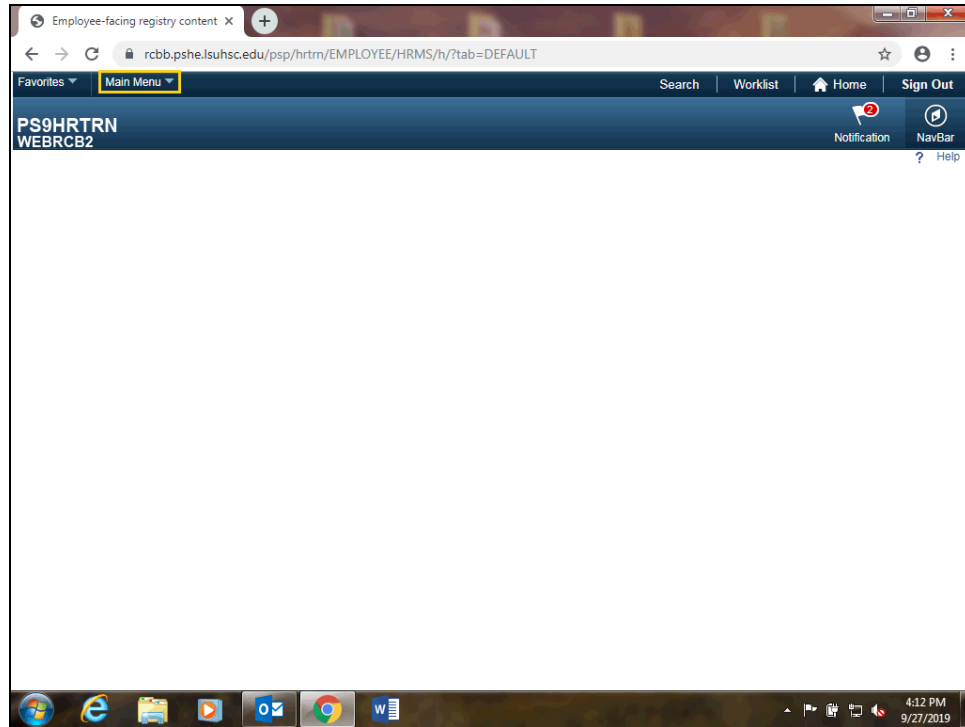
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| Step | Action |
|------|--|
| 5. | Click the Yes - Continue button.  |
| 6. | A confirmation message displays stating delegation has been revoked. Click the OK button.  |
| 7. | The system will automatically send a confirmation email to both parties stating that delegation has been revoked. <i>NOTE: Click the link provided to view the original transaction.</i> |
| 8. | This completes <i>Review and Revoke a Delegation Proxy.</i> End of Procedure. |

View Approved Absence Requests

Procedure

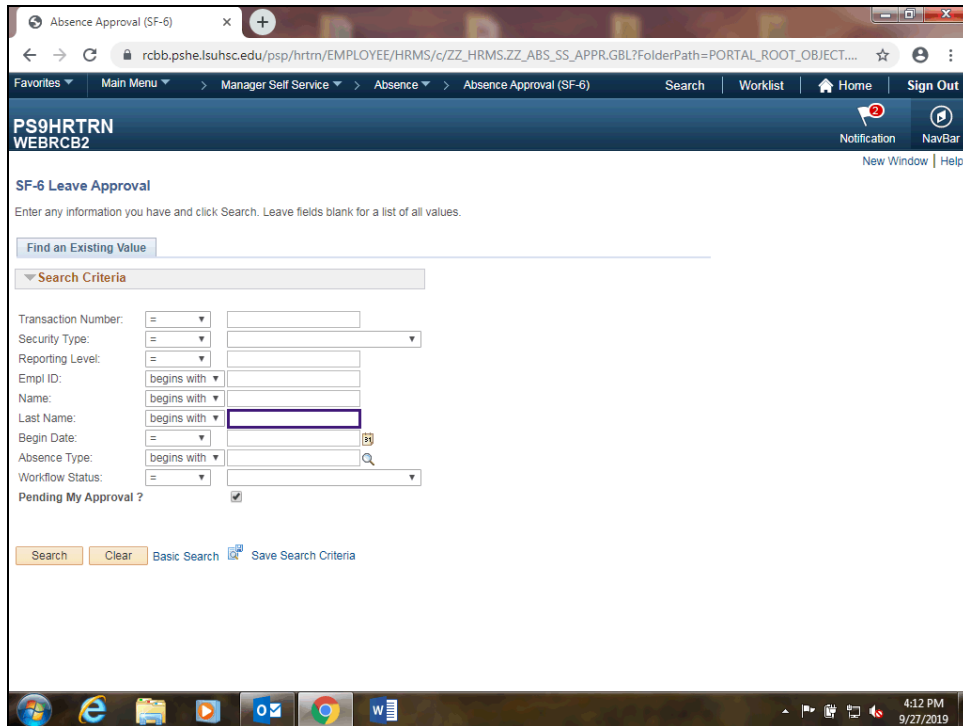
In this topic you will learn how to **View Approved Absence Requests**.



| Step | Action |
|------|---|
| 1. | Click the Main Menu link.  |
| 2. | Click the Manager Self Service link.  |
| 3. | Click the Absence link.  |
| 4. | Click the Absence Approval (SF-6) link.  |

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| Step | Action |
|------|--|
| 5. | Enter the desired information into the Last Name field. Enter " DOE ". |

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Absence Approval (SF-6)

rcbb.pshe.lsuhs.edu/psp/hrtm/EMPLOYEE/HRMS/c/ZZ_HRMS.ZZ_ABS_SS_APPR.GBL?FolderPath=PORTAL_ROOT_OBJECT...

Favorites Main Menu Manager Self Service Absence Absence Approval (SF-6) Search Worklist Home Sign Out

PS9HRTRN
WEBRCB2

Notification NavBar

New Window | Help

SF-6 Leave Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Transaction Number: = []

Security Type: = []

Reporting Level: = []

Empl ID: begins with []

Name: begins with []

Last Name: begins with [] DOE

Begin Date: = []


Absence Type: begins with []

Workflow Status: = []

Pending My Approval?

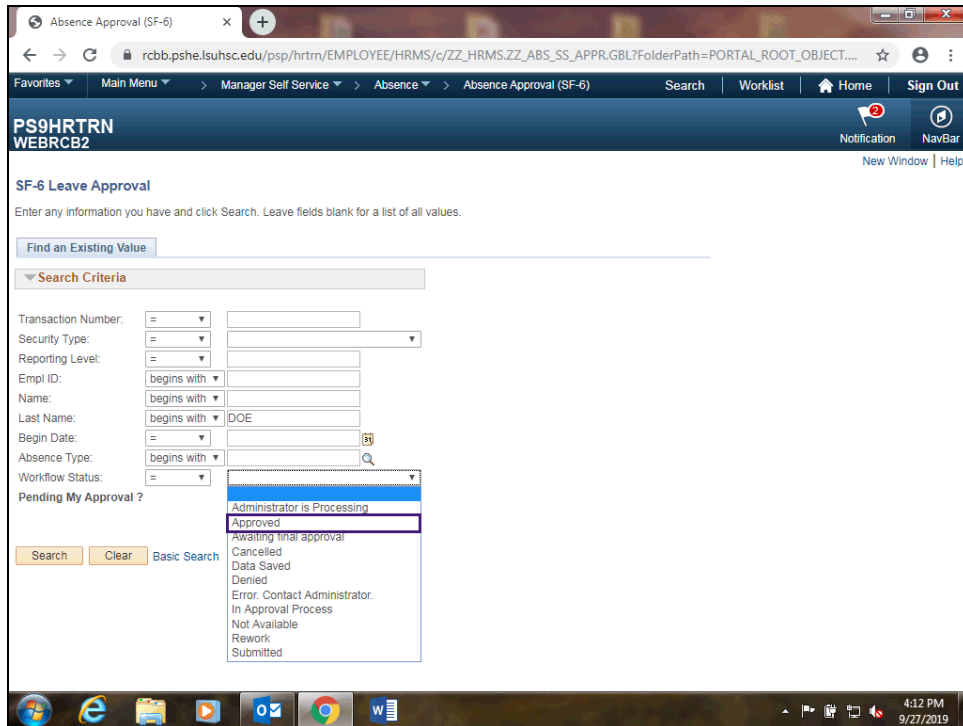
Search Clear Basic Search Save Search Criteria

4:12 PM
9/27/2019

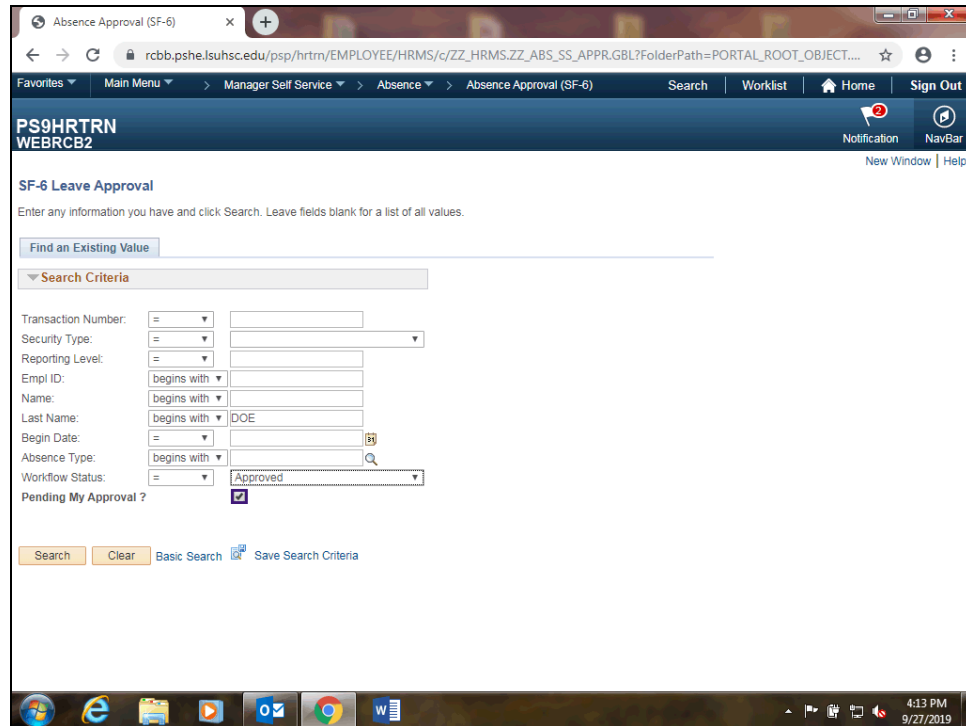
| Step | Action |
|------|---|
| 6. | Click the button to the right of the Workflow Status field.  |


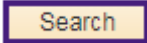


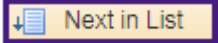

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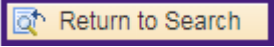
| Step | Action |
|------|--|
| 7. | Click the Approved list item. <div style="border: 2px solid purple; padding: 2px; display: inline-block;">Approved</div> |



| Step | Action |
|------|--|
| 8. | <p>Uncheck the Pending My Approval option.</p> <p><i>NOTE: If the "Pending My Approval" box is checked, you will receive a "No Matching Values Found" message after clicking the Search button. The Pending My Approval box <u>must</u> be <u>unchecked</u> to retrieve results.</i></p>  |
| 9. | <p>Click the Search button.</p>  |
| 10. | <p>Click the Transaction Number 130574 link.</p>  |
| 11. | <p>Click the Down button of the scrollbar.</p>  |
| 12. | <p>Click the Next in List button.</p>  |
| 13. | <p>Click the Down button of the scrollbar.</p>  |

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| Step | Action |
|------|--|
| 14. | <p>The absence request displays. Use the Next in List option to view additional requests. Click the Return to Search to search for other employees' absence request information.</p> <p>Click the Return to Search button.</p>  A rectangular button with a yellow background and a blue border. On the left side of the button is a magnifying glass icon. To the right of the icon, the text "Return to Search" is written in a blue, sans-serif font. |
| 15. | <p>This completes <i>View Approved Absence Requests</i>. End of Procedure.</p> |