


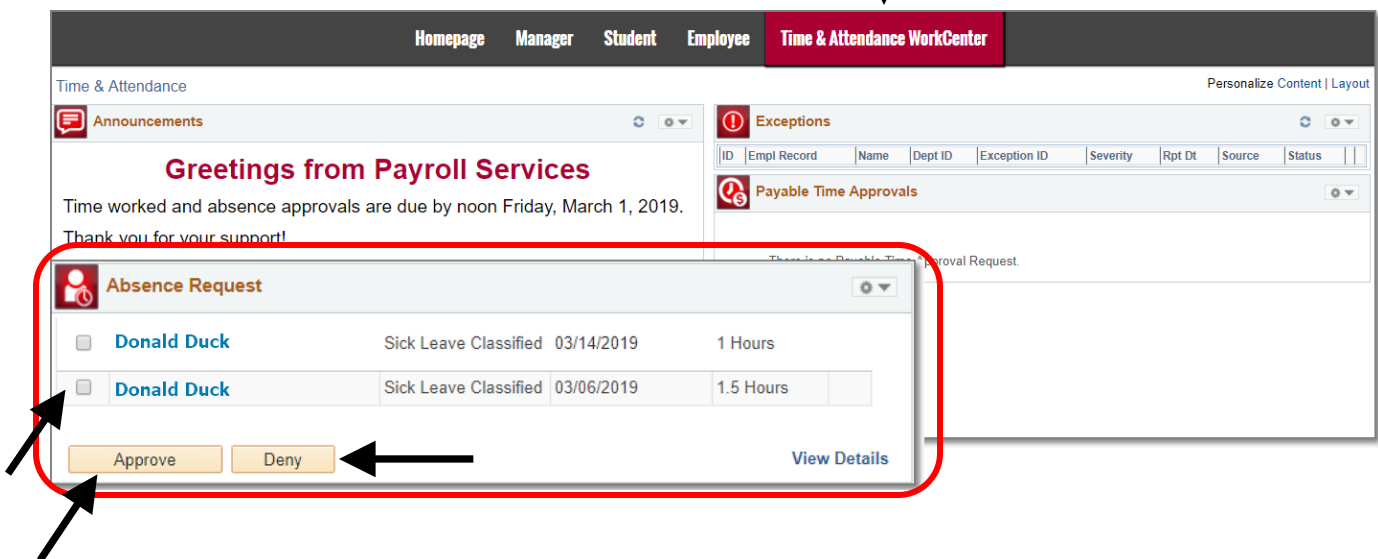
Approve Employee Absences

Overview

This guide will detail how to Approve Employee Absences. Please contact Payroll Services at 509-963-2221 with questions or for additional assistance.

Approving Employee Absences

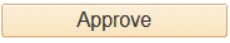

- 1) Open a browser and go to www.cwu.edu.
- 2) Log into .
- 3) Click the **|Time and Attendance WorkCenter|** tab and wait for the **Absence Request** pagelet to load. It should show a list of your Employees who have submitted an absence for approval.

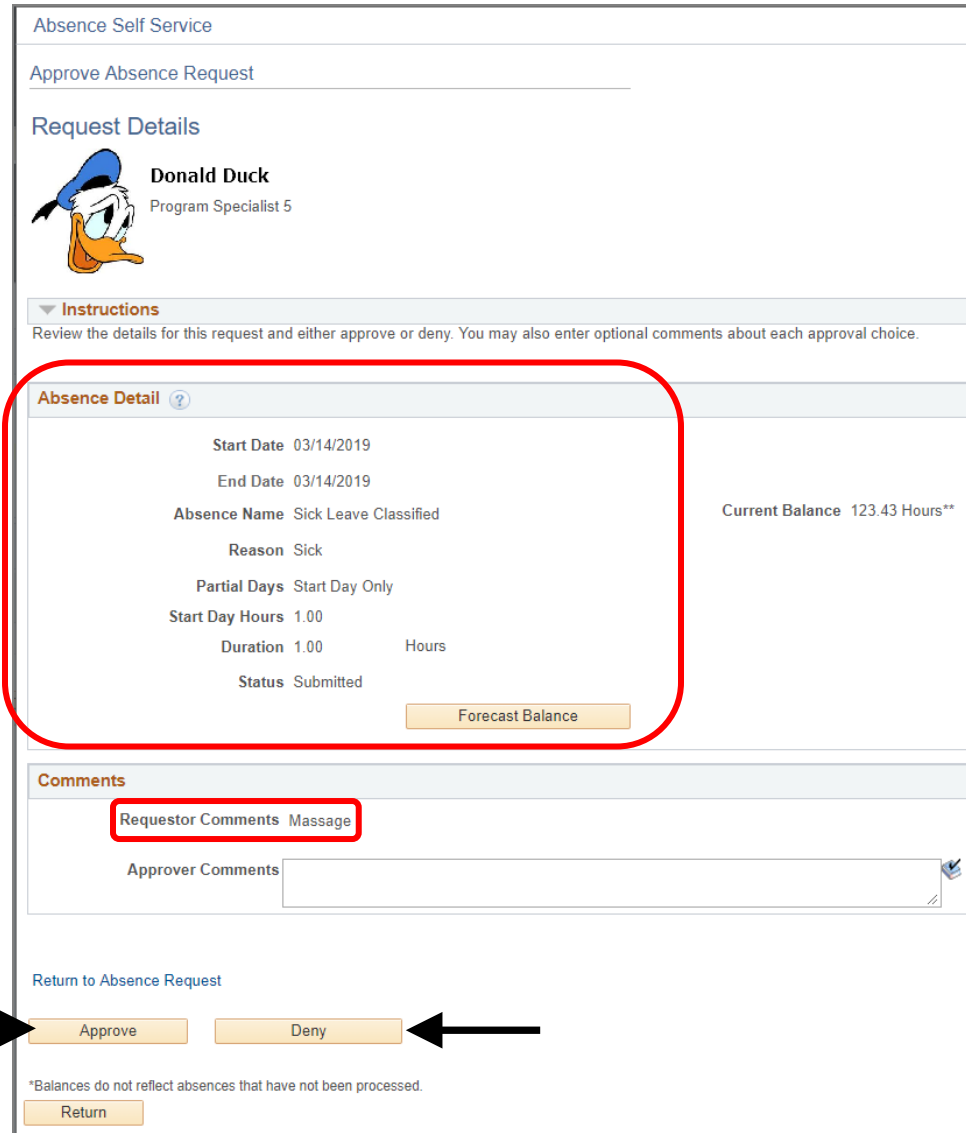
The screenshot shows the CWU Time & Attendance WorkCenter interface. The 'Time & Attendance WorkCenter' tab is selected. The 'Absence Request' pagelet is highlighted with a red box and contains a table of absence requests for 'Donald Duck'. Below the table are 'Approve' and 'Deny' buttons. Arrows point to the checkboxes and buttons.

ID	Empl Record	Name	Dept ID	Exception ID	Severity	Rpt Dt	Source	Status
<input type="checkbox"/>		Donald Duck		Sick Leave Classified	03/14/2019	1 Hours		
<input type="checkbox"/>		Donald Duck		Sick Leave Classified	03/06/2019	1.5 Hours		

Note: If the **Absence Request** pagelet is empty, you may have no direct reports who have submitted absences for approval. If a request doesn't appear you may also access the Approval folder on the left or contact Payroll Services.

- 4) To approve an employee's absence, check the checkbox to the left of the employee's name for each absence you wish to approve, and then click .
- 5) To deny an employee's absence, check the checkbox to the left of the employee's name for each absence you wish to deny, and then click .


6) To review an employee's absence(s) submitted prior to approving, click the employee's name link.



Absence Self Service

[Approve Absence Request](#)

Request Details

 **Donald Duck**
Program Specialist 5

Instructions
Review the details for this request and either approve or deny. You may also enter optional comments about each approval choice.

Absence Detail ?

Start Date	03/14/2019	
End Date	03/14/2019	
Absence Name	Sick Leave Classified	Current Balance 123.43 Hours**
Reason	Sick	
Partial Days	Start Day Only	
Start Day Hours	1.00	
Duration	1.00	Hours
Status	Submitted	

[Forecast Balance](#)

Comments

Requestor Comments Message

Approver Comments

[Return to Absence Request](#)

[Approve](#) [Deny](#)

*Balances do not reflect absences that have not been processed.

[Return](#)

7) After reviewing the details of the absence, approve or deny it using the respective button at the bottom of the page.

8) Follow any subsequent messages to complete the approval or denial process.