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 MyCWU.

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.

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 Approve.

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

![Absence Self Service](image)

**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
- **Reason**: Sick
- **Partial Days**: Start Day Only
- **Start Day Hours**: 1:00
- **Duration**: 1:00
- **Status**: Submitted

**Forecast Balance**

**Comments**

- **Requestor Comments**
- **Message**
- **Approver Comments**

**Return to Absence Request**

- **Approve**
- **Deny**

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.