

Time & Leave – Approving Extended Absences for HR Admin

Below is the process for HR Admins to approve an extended absence request.

- A. **Method 1: Approvals Tile** detailed on Pages 1 and 2.
- B. **Method 2: Classic Home** detailed on Pages 3 and 4.

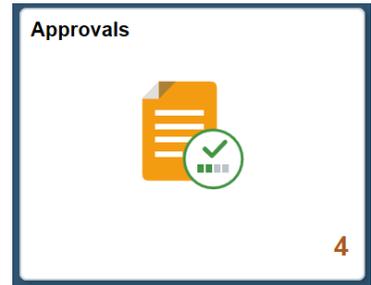
Method 1: Using the Approvals Tile in Manager Self Service

1. **Extended Absence Request is Submitted:** Employee submits an extended absence request through Employee Self Service.
 - a. HR Admin can also submit a request on the employee’s behalf using the following navigation:



Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Request Extended Absence

2. **Review Extended Absence Request:** Navigate to the **Approvals** tile by going to Manager Self Service.
 - a. HR Admin will see a list of transactions pending approval.
 - b. **Note: If HR Admin is also a supervisor, they will see ALL transactions pending approval (e.g. Payable Time, Absence Requests, and Extended Absence Requests).**



Manager Self Service		Pending Approvals		   	
View By	Type				
 All	4				
 Extended Absence	4				
		All			4 rows
Extended Absence	Military Leave EA	-	Routed	04/09/2020	>
Extended Absence	Bone Marrow Organ Donor EA	-	Routed	04/09/2020	>
Extended Absence	Absence Request - FMLA Received Sick AT, 16.00 Hours	-	Routed	04/19/2020	>
Extended Absence	FMLA Continuous EA	-	Routed	05/06/2020	>

- c. HR Admin can click on the transaction they wish to review and all information pertaining to the request will show.

[Pending Approvals](#) **Extended Absence**    

[Redacted] Approve Pushback

*General Professional

▼ **Extended Absence Event Details**

Request	819	Request Date	05/06/20
Absence Name	FMLA Continuous EA	Absence Reason	Parent
Start Date	05/06/20	Expected Return Date	05/29/20
Actual Return Date			
Comments			

Approver Comments

Approval Chain [>](#)

d. Once reviewed, HR Admin can click Approve to approve the request or Pushback to push back the request to the employee to edit.

Method 2: Classic Home Navigation to Approve or Pushback

- HR Admin may navigate using the Classic Home view if they so wish, the following is how they would navigate to review any Extended Absence request.

Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Administer Extended Absence

- HR Admin can filter using the following search criteria to see specific Extended Absences.

Navigation path: Favorites > Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Administer Extended Absence

Home | Sign Out

Add To | Notification | NavBar

New Window

Administer Extended Absence

Search Criteria

*Show Requests by Status: Pending

Approver:

Employee ID:

Absence Name:

From Last Name:

From Date:

Through Last Name:

Through Date:

Search Clear

- Extended Absences pending approval will default to be displayed at the bottom of the screen.
 - To review the request, HR Admin can click on the button and the employee's request will be detailed on a new page.

Extended Absence Requests

Name	Empl ID	Empl Record	Absence Name	Start Date	Expected Return Date	Status	Date Submitted	Absence Request Exists	Edit	Approve
[REDACTED]	[REDACTED]	0	Military Leave EA	04/09/2020	04/30/2020	Submitted	04/09/2020	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
[REDACTED]	[REDACTED]	0	Bone Marrow Organ Donor EA	04/09/2020	04/22/2020	Submitted	04/09/2020	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>
[REDACTED]	[REDACTED]	0	FMLA Continuous EA	05/06/2020	05/29/2020	Submitted	05/06/2020	N	<input type="button" value="Edit"/>	<input type="button" value="Approve"/>

Administer Extended Absence

Approve Extended Absence

[Redacted]

*General Professional
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Extended Absence Request Details ?

Request	819
Request Date	05/06/2020
Start Date	05/06/2020
Expected Return Date	05/29/2020
Actual Return Date	
Absence Name	
Absence Reason	Parent
Status	Submitted

[State of Hawaii FMLA Eligibility](#)

Other Documents
Absence Request Attachments (0)

Absence Requests

Absence Request ?

1-1 of 1 | View All

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

Request History

1-1 of 1

Status	Name	Date	Comments
Submitted	[Redacted]	05/06/2020	

Approver Comments

Go To [View Extended Absence Request History](#) [View Absence Balances](#)
 [Return to Administer Extended Absence](#)

* Required Field

b. HR Admin can review any attached documentation by clicking on the *Absence Request Attachments (#)* link.

4. Once reviewed, HR Admin can click either to approve or to push back the request.