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 <u>***Approvals***</u> ***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).***

   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** | 🏠 🚩 ⋮ ◉

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*General Professional

[**Approve**] [**Pushback**]

▼ 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

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│ Approval Chain   >   │
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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

1. 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

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

3. Extended Absences pending approval will default to be displayed at the bottom of the screen.
   a. To review the request, HR Admin can click on the [Approve] 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
▬▬	▬▬	0	Military Leave EA	04/09/2020	04/30/2020	Submitted	04/09/2020	N	Edit	Approve
▬▬	▬▬	0	Bone Marrow Organ Donor EA	04/09/2020	04/22/2020	Submitted	04/09/2020	N	Edit	Approve
▬▬	▬▬	0	FMLA Continuous EA	05/06/2020	05/29/2020	Submitted	05/06/2020	N	Edit	Approve

Administer Extended Absence

Approve Extended Absence

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*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 ⑦

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

Other Documents

📄 Absence Request Attachments (0)

State of Hawaii FMLA Eligibility

Absence Requests

Absence Request ⑦

|◀ ◀ 1-1 of 1 ⌄ ▶ ▶| | View All

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							☐

Request History

1-1 of 1 ⌄

Status	Name	Date	Comments
Submitted	▭▭▭▭	05/06/2020	

Approver Comments [   ] ✎

Go To   View Extended Absence Request History   View Absence Balances

[Approve]   [Push Back]   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 [Approve] to approve or [Push Back] to push back the request.