Editing a Denied Absence Request

ABSENCE WORKFLOW:

- Employee initiates the workflow by submitting an Absence Request
- If the employee has enough hours, the system will allow the employee to successfully submit the request; if not, it is denied.
- The absence request is sent to the reports-to manager. The following roles have the ability to approve an Absence Request
    - o Reports-to Manager or
    - o The assigned delegate
- The approver has the ability to:
    - o **Approve:** The Absence Request is only approved once. Once it is approved, it is final.
    - o **Deny:** The approver can deny the request or make recommendations to edit the request and re-submit it for approval.
    - o Any changes after the Absence Request is approved are completed on the timesheet by the Reports-to manager.

After you have "submitted" your absence request you will be able to view the status in your absence history.

ABSENCE REQUEST HISTORY: *Self Service > Time Reporting > View Time > Absence Request History*

- Click on the View Absence Request History at the bottom of the Request Absence Page or from the main menu to view your past and current leave requests. **(1)**

This menu will allow you to:

- o View past leave requests
- o Cancel saved request
- o Edit requests that are:
  - ▪ Saved
  - ▪ Denied at the request of the reports-to manager
- Select the specific dates to search.
- Click refresh to provide the results.
- You are able to edit your requests through the history. If the leave has already been approved, please contact your manager if changes need to be made.
- Click "Edit" to open the request and make the recommended corrections and submit for approval. **(2)**

Absence Request History

▼ Instructions
Select date range of absences to be viewed. Select the absence name link to view request details. Select edit button to edit the request, submit the request for approval, or cancel the request.

From 01/19/2017 📅 Through 08/17/2017 📅   Refresh   **2**

Absence Request History   Personalize | Find | View All | 🗗 | 🖩   First ◀ 1-4 of 4 ▶ Last

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Vacation	Submitted	06/09/2017	06/16/2017	48 Hours	Employee Absence Request	Edit	Cancel
Sick	Denied	04/19/2017	04/19/2017	8 Hours	Employee Absence Request	Edit	Cancel
Vacation	Approved	04/14/2017	04/14/2017	8 Hours	Employee Absence Request	Edit	Cancel

- From this menu, you are able to make the recommended corrections
- You are also able to cancel the request:
  - o Saved

PROCESSES

- Once an absence request is approved or denied, the employee will be notified via email.
- Leave is credited back immediately once the request is denied.
- The employee can also go to PASS and look under the absence request history to review the status of a request.
- It is important to enter your request as soon as possible.
- You have up to 120 days in the future to enter your leave request.
- Please remember, according to the SAMS policy, vacation with pay may not be granted until the employee has had six months of continuous employment.
- If you find that there is a mistake with an entry, talk to your supervisor or manager.