How to Approve an Absence

- Italics and represent how you get to the page using the Menu
- Mouse LB means to click on or press down the left button or side of the mouse.

Home Page and Worklist – Step 1

Select Worklist Item - Step 2

To find items waiting for your Approval you may select the Worklist which is on every HR/Pay page.

To approve an Absence - select item under the column Link that has Absence Mgmt in the description by using the Mouse LB.
Review Request Details – Step 3

You have several options on this page. Select options by clicking on the item by using the Mouse LB.

**Approve** – this will send the request to the system for processing and will send an email back to the employee. Once an Absence item is approved any changes to the item must be made by HR. (email hrpay@ku.edu)

**Deny or Push Back** – these actions will send the request back to the employee via email and Worklist item. You may want to include comments as to why you are sending back. If you have not approved; and the employee wants to make a change; you may send the item back by using either of these options.

**Approver Comments** is a free form text box for any additional information you may want to provide to the employee or for yourself as a matter of record.

Other options on this page:

**Current Balance** – displays the balance as of the last payroll period processed for the absence type being requested.

**Go To** has “hyperlinks” which by selecting with the Mouse LB will take you to another page.

**View Absence Request History** – take you to the employee’s page of absence request

**View Absence Balances** – takes you to the employee’s page of all leave balances

**Return to Absence Request** – hyperlink that takes you to a page where you can select by employee and action (Pending, Approved or Denied)
Approval and Comments/Approver Comments – Step 4

To Approve:
Add Approver Comments (optional)
Select the Approve button by using the Mouse LB
Once you select Approve an Approval Confirmation page will be displayed.

Confirmation – Step 5

If you select Yes by using the Mouse LB, the request will be sent for payroll processing and an email and Worklist notification is sent to the employee.
If you select No by using the Mouse LB, you will be returned back to the Request Details and the request is not sent for payroll processing.

After Submission – Step 6

If you selected Yes previously, the Approve Confirmation notice will appear.
The item will also be removed from your Worklist.
After Approve Confirmation – Step 7

If you selected OK previously you are returned to this page.
You may select the “drop down” options for the Show Request by Status by using the Mouse LB to select the option and then using the Mouse LB select the Refresh button.

Status options are Pending, Approved or Denied.
If you have additional items they are displayed by the Status. If additional items are returned the page will have a list by Employee’s Name. Use the Mouse LB to select an employee and open up the details page.

Signing out – Step 8

When you are done –click on the Sign out by using the Mouse LB. This action will sign you out of the HR/Pay system.

You should also close out of the web browser which is usually a [X] in the top right hand corner, select it by using the Mouse LB.

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