How to Review Absence Transactions

It is recommended that the Supervisor/Manager or their Delegate use the Worklist Option to review the transactions to be worked.

The Employee may go to the Absence Review History Page to check on the status.

Self Service>Time Reporting>View Time>Absence Request History

If you click on the hyperlink under the Absence Name you will be able to view the details.

This is the page that you can edit absence when you have Saved for Later by using the Edit Button.
The quantity of request history rows are due to the fix for the workflow issue 10/8/12. In most cases you will have only 2 rows with the status types of: Submitted, Approved, Denied or Push Back.
Manager View of Absence Request

Manager Self Service > Time Management > View Time > Absence Request History

This hyperlink displays a manager view of the Employee’s Absence Request History.