Approving Absence Requests (Supervisor)

Follow this job aid to learn how to Approve Absence Requests as a Supervisor once you have received notification in HR Links of a request from your employee. Note: If you are a 2nd level supervisor who is approving absence requests on behalf of a subordinate supervisor, refer to the 2nd section of this guide. You won't receive a notification when the leave request is submitted.

- Approving Absence Requests from Approvals Tile
- Approving Absence Requests from the Manager Time Tile

Approving Absence Requests from Approvals Tile

1. Select the Approvals tile from the Manager Self Service homepage.

2. Select the Absence Request row of the employee for whom you want to approve an Absence Request.
3. Review the request. Select **Approve** to approve the request.

4. Enter any **approver comments** if necessary.

5. Select the **Submit** button.

6. A green banner stating “**You have approved the request**” will appear at the top of your screen.

*Congratulations! You have successfully approved an absence request in HR Links!*
Approving Absence Requests from the Manager Time Tile

Please follow these instructions if you are a 2nd level supervisor approving absence requests.

1. Select the **Manager Time** tile from the Manager Self Service homepage. Select the manager’s timesheet and then select “**show direct reports**”.

![Manager Time Timesheet]

2. Select the **Absence Requests Button**.

![Absence Requests Button]

3. Select the **View/Edit** button on the line of the absence request that has “Submitted” status.

![Absence Request History]
4. Select “submit” to approve the absence request.

**Questions?**

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links:** Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
  - PBS HR Service Center
  - FAS HR Service Center
  - Staff Office HR Service Center
  - Executive Resources HR Service Center