



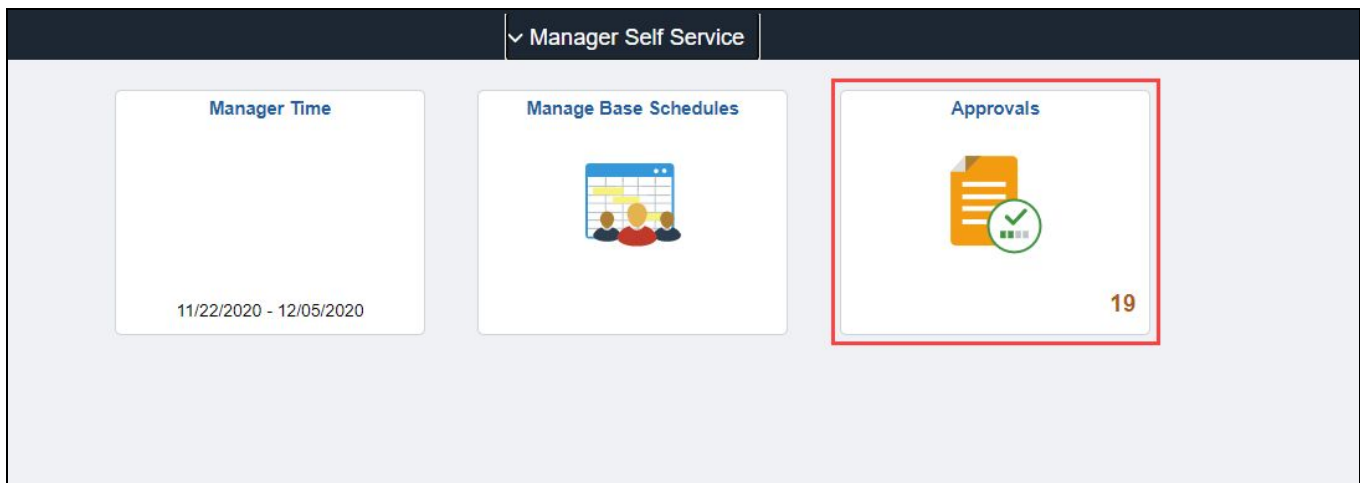
Approving Absence Requests (Supervisor)

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.

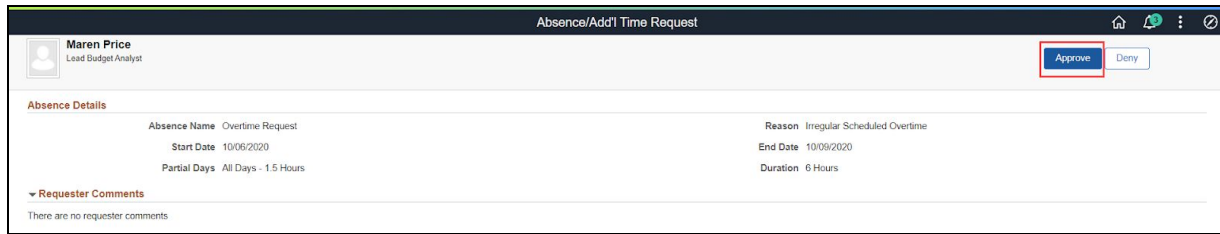


2. Select the **Absence Request row** of the employee for whom you want to approve an Absence Request.

| Pending Approvals | | |
|---|---|------------------------|
| View By | Type | |
| All | 19 | |
| Absence/Add'l Time Reque | 19 | |
| All | | 19 rows |
| Absence/Add'l Time Request Maren Price | Overtime Request, 6 Hours 10/09/2020 To 10/09/2020 | Routed 10/09/2020 > |
| Absence/Add'l Time Request Maren Price | Annual Leave, 16 Hours 10/22/2020 To 10/23/2020 | Routed 10/19/2020 > |
| Absence/Add'l Time Request Maren Price | Annual Leave, 8 Hours 10/19/2020 | Routed 10/19/2020 > |
| Absence/Add'l Time Request Maren Price | Comp Time Earned, 6 Hours 10/19/2020 | Routed 10/19/2020 > |
| Absence/Add'l Time Request Keely Moore | Annual Leave, 8 Hours 10/16/2020 | Routed 10/20/2020 > |



3. Review the request. Select **Approve** to approve the request.



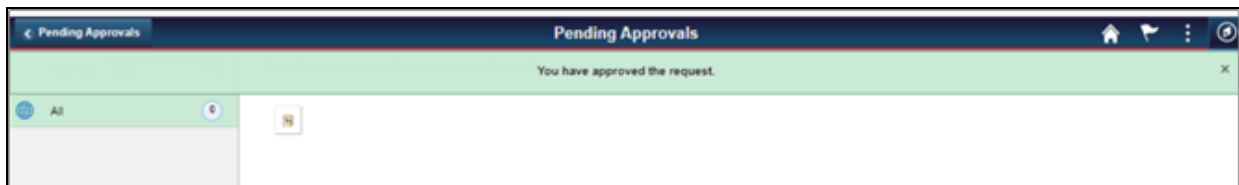
4. Enter any **approver comments** if necessary.



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**". .

The screenshot shows a Manager Time tile for Kristine Smith, Supervisory Human Resources Sp. The tile includes buttons for 'ABSENCE REQUESTS' and 'ADDITIONAL TIME REQUESTS'. Below the name, it displays the date range 'Nov 8 - Nov 21, 2020', '71.0 Hours Reported', and '63.0 Hours To Be Approved'. A red box highlights a '+ SHOW DIRECT REPORTS' button at the bottom of the tile.

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

The screenshot shows a Manager Time tile for Shamar Durham, Assisted Acquisition Project M. The tile includes buttons for 'ABSENCE REQUESTS' and 'ADDITIONAL TIME REQUESTS'. Below the name, it displays the date range 'Oct 11 - Oct 24, 2020', '80.0 Hours Reported', and '0.0 Hours To Be Approved'. A red box highlights the 'ABSENCE REQUESTS' button.

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

The screenshot shows the 'Absence Request History' table. The table has columns for Date, Absence Type, Duration, and Status. A row is highlighted for 'Thursday December 31' with 'Annual Leave' type, '9 Hours' duration, and 'Submitted' status. A red box highlights the 'VIEW/EDIT' button next to the 'Submitted' status.

| Date | Absence Type | Duration | Status |
|----------------------|--------------|----------|-----------|
| Thursday December 31 | Annual Leave | 9 Hours | Submitted |



4. Select “**submit**” to approve the absence request.

ABSENCE TYPE *
Annual Leave

START DATE * 12/31/2020 **END DATE** 12/31/2020

FULL DAYS PARTIAL DAYS

All days are partial 9.0 hr

Requested Hours Comments/History

| | | |
|-----------|-----|----|
| December | Thu | 31 |
| Scheduled | | 9 |
| Holiday | | 0 |
| Requested | | 9 |

Total Requested Hours: 9.0
Current Annual Leave Balance: 248

CANCEL REQUEST BACK **SUBMIT**

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](#)