Approving an Absence Request as a Supervisor

Step | Action
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1. | From the Manager Self Service homepage in OneUSG Connect, click the Team Time tile.

The Team Time page is displayed.
Click the Approve Absence Requests link.
### Step 3
- The Approve Absence Requests page is displayed.
- Select the checkbox next to the appropriate employee name(s) to approve or deny a specific request.

### Step 4
- If the absence request starts on a future date, you can determine if the employee has accrued enough leave for the selected start and end dates.
- To view the employee's approximate leave balance for the selected date, click the **Forecast Details** tab.

### Step 5
- The Forecast Value field is displayed with the status of leave for future dates.

### Step 6
- Under the Approval Options field, choose the appropriate decision for the submitted request: Approve, Deny, or Pushback.
- **Note:** Denying an absence request will cancel the request. Push Back will send the request back to the employee for editing.

### Step 7
- A message is displayed, noting the selected Absence Request(s) were approved.

### Step 8
- You have completed the steps to approve an employee's absence request in OneUSG Connect.
- **End of Procedure.**