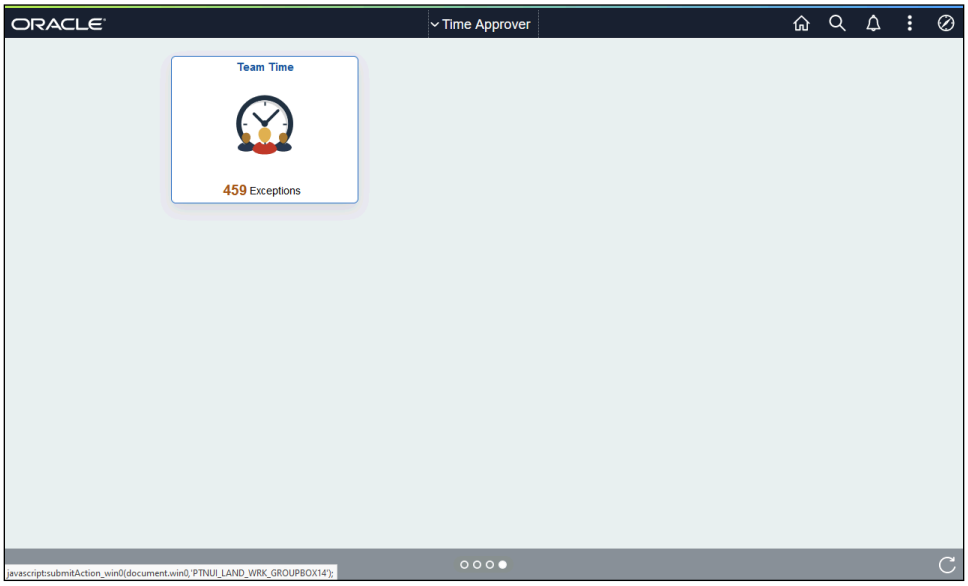
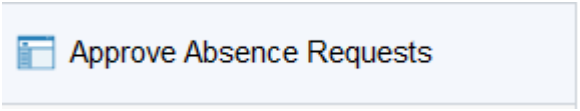
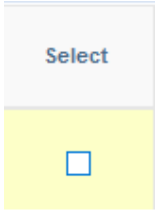
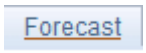
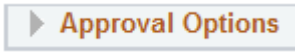
Approving an Absence Request as a Time Approver



Step	Action
1.	From the Time Approver Self Service homepage in OneUSG Connect, click the **Team Time** tile.
2.	The Team Time page is displayed. Click the **Approve Absence Requests** link. 

Step	Action
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. 
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. 
5.	The Forecast Value field is displayed with the status of leave for future dates.
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. 
7.	A message is displayed, noting the selected Absence Request(s) were approved.
8.	You have completed the steps to approve an employee's absence request in OneUSG Connect. **End of Procedure.**