



THE UNIVERSITY *of* TEXAS SYSTEM
THIRTEEN INSTITUTIONS. UNLIMITED POSSIBILITIES.

Office of Shared Information System

UTSA People Excellence

Absence in PeopleSoft via Manager Self Service (MSS)

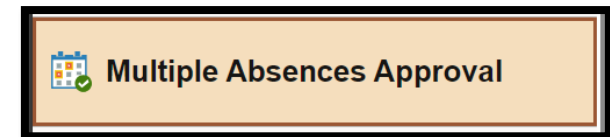
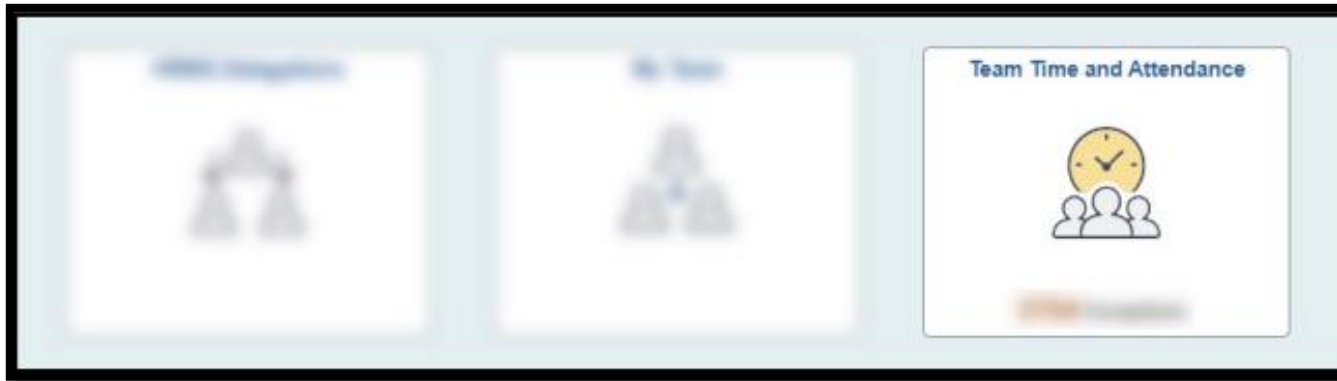


Reviewing Submitted Absences in Manager Self Service (MSS)

Reviewing Submitted Absences in MSS

Review and Approve Absence Requests using Multiple Absences Approval

From **Manager Self Service**, click on the **Team Time and Attendance** Tile and select Multiple Absences Approval.



Reviewing Submitted Absences in MSS

This page allows you to search and approve all employee Absence Request and Cancelation Request

The screenshot displays the 'Team Time and Attendance' web application interface. At the top, the title bar reads 'Team Time and Attendance' and includes navigation icons for home, search, notifications, and a 'New Window' button. The main content area is titled 'Multiple Absence Requests'. Below this title is a search section with a dropdown menu for 'Work Flow Status' set to 'My Pendlings', a 'From Date' field with the value '09/07/2022', and a 'Through Date' field with the value '03/06/2023'. A 'Search' button is located below these fields. To the right of the search section is a 'Cancel Absence Requests' link. Below the search section is the 'Absence Requests' table. The table has a toolbar with 'Absence Detail', 'Forecast', and 'Comments' tabs. The table columns are: Select, *Employee ID, Name, Job Title, *Start Date, *End Date, *Absence Name, Reason, Duration, Attachment, Balance, Entry Source, and Status. The first row of data is visible, with a 'View' link in the Attachment column. Below the table is a 'Select All' and 'Deselect All' section, followed by an 'Approver Comments' text area. At the bottom of the interface are four buttons: 'Approve', 'Deny', 'Push Back', and 'Forecast'.

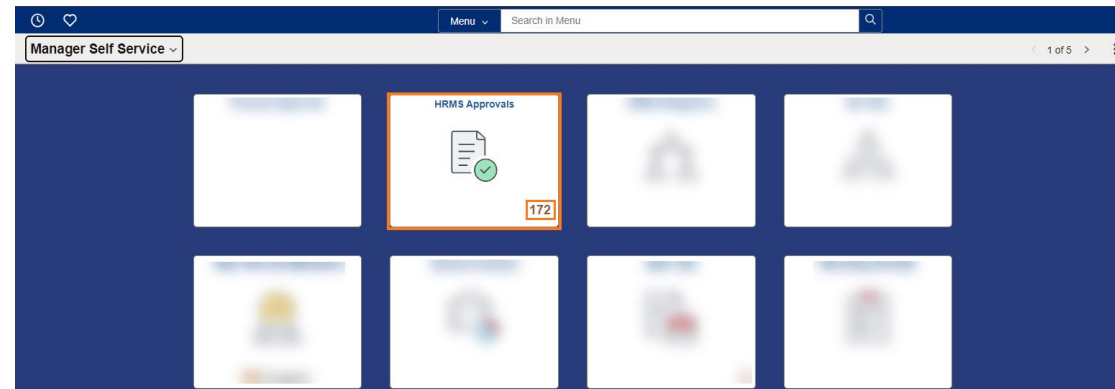
Select	*Employee ID	Name	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration	Attachment	Balance	Entry Source	Status
<input type="checkbox"/>									View			

Reviewing Submitted Absences in MSS

Review and Approve Absence Requests using HRMS Approval Tile

Step 1

From the **Manager Self Service** or **Employee Self Service**, click on the **HRMS Approvals** Tile. The tile displays the number of transactions that require approval action in the lower right corner of the tile.



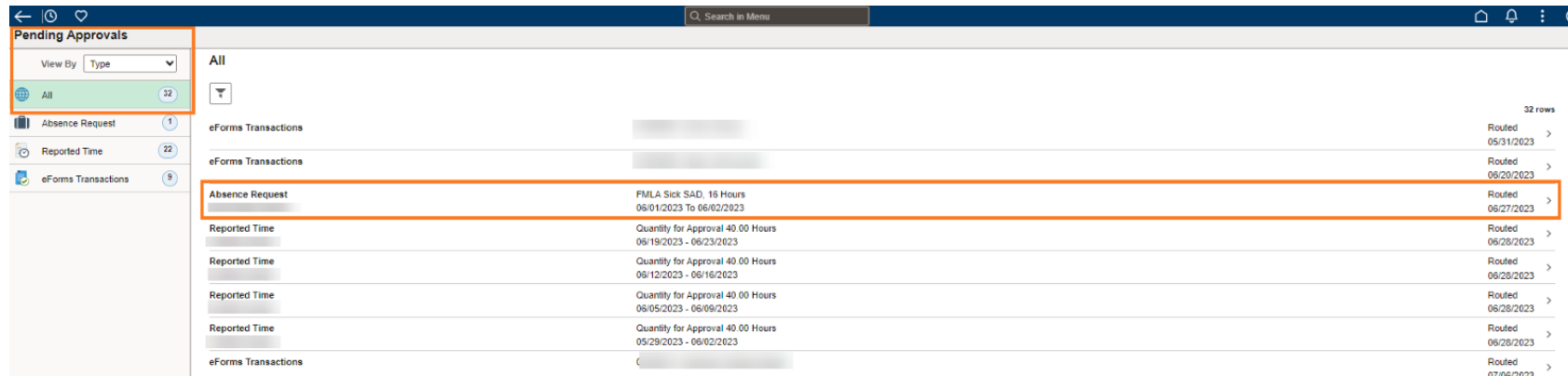
Reviewing Submitted Absences in MSS

Step 2

The **Pending Approvals** page opens with a list of items that have been routed for approval.

The default pulls up **All** items by **Type**—the manager may click on the item from this view to drill down to the action to approve.

To view only **Absence Requests** that need approval, click **Absence Request** in the collection menu on the left side of the page. The **Absence Request** view displays employees alphabetically by date.



Reviewing Submitted Absences in MSS

Step 3

From the **Pending Approvals**, click on the line for **Absence Request** for an employee to approve the absence.

There may be multiple lines for the same employee if the employee has submitted multiple absence requests or the manager has not approved previous requests.

The **Absence Request** approval page opens for the employee for the selected date. Review the date and duration of the request.

The employee's balance for that leave type is displayed with a disclaimer. Any comments the employee provided display under **Requester Comments**.

Reviewing Submitted Absences in MSS

Step 3 Continued

Absence Request

Start and End Dates of Request Absence

Approve Deny Pushback

Absence Details

Absence Name Sick Leave

Start Date 07/11/2023

End Date 07/11/2023

Duration 1 Hours

Hours that their balance will be reduced upon approval.

Partial Days All Days - 1 Hours

Current Balance 40.55 Hours [Disclaimer](#)

Leave balance displays for leave type requested with an information 'Disclaimer' link.

Requester Comments

Dentist

Comments left by employee to support request. (This is blank if no comments are included on the request.)

Request History >

Approver Comments

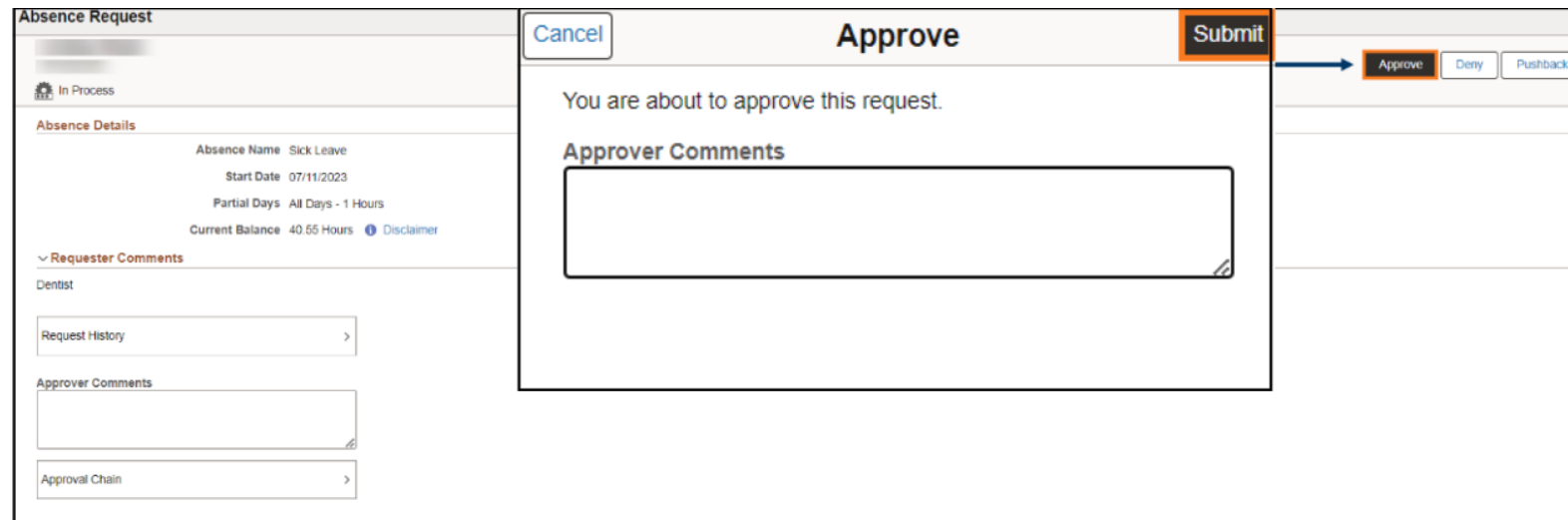
Manager/Approver may leave comments for employee.

Approval Chain >

Reviewing Submitted Absences in MSS

Step 4

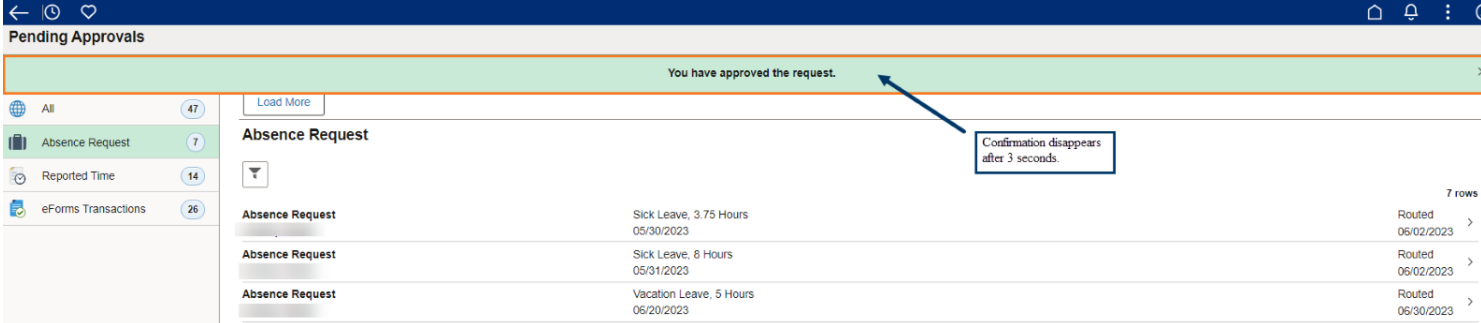
After reviewing the request, click the **Approve** button. An **Approve** pop-up window opens for the user to verify the submission. The pop-up allows the user to edit any comments entered in the **Approver Comments** box, or if none were entered, comments may be entered in the **Approve** pop-up in the box. Click the **Submit** button to finalize the approval the absence.



Reviewing Submitted Absences in MSS

Step 5

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee, and a green banner confirmation appears for three seconds at the top of the page confirming the approval. Select the next employee and follow the same steps.



The screenshot displays the 'Pending Approvals' page in the MSS system. A green banner at the top states 'You have approved the request.' A callout box points to this banner with the text 'Confirmation disappears after 3 seconds.' Below the banner is a table of absence requests. The table has columns for 'Absence Request', 'Sick Leave, 3.75 Hours', '05/30/2023', 'Routed', and '05/02/2023'. The table is filtered to show 7 rows.

Absence Request	Sick Leave, 3.75 Hours	05/30/2023	Routed	05/02/2023
Absence Request	Sick Leave, 8 Hours	05/31/2023	Routed	05/02/2023
Absence Request	Vacation Leave, 5 Hours	06/20/2023	Routed	05/30/2023

Reviewing Submitted Absences in MSS

Step 6 (As Needed)

Deny Request. **Deny** is also a function for the manager if the request is not approved, or the employee needs to make a change. If the manager clicks **Deny** on the **Absence Request**, the **Deny** pop-up box opens. The manager must enter **Approver Comments** in the box to **Submit** a denial.

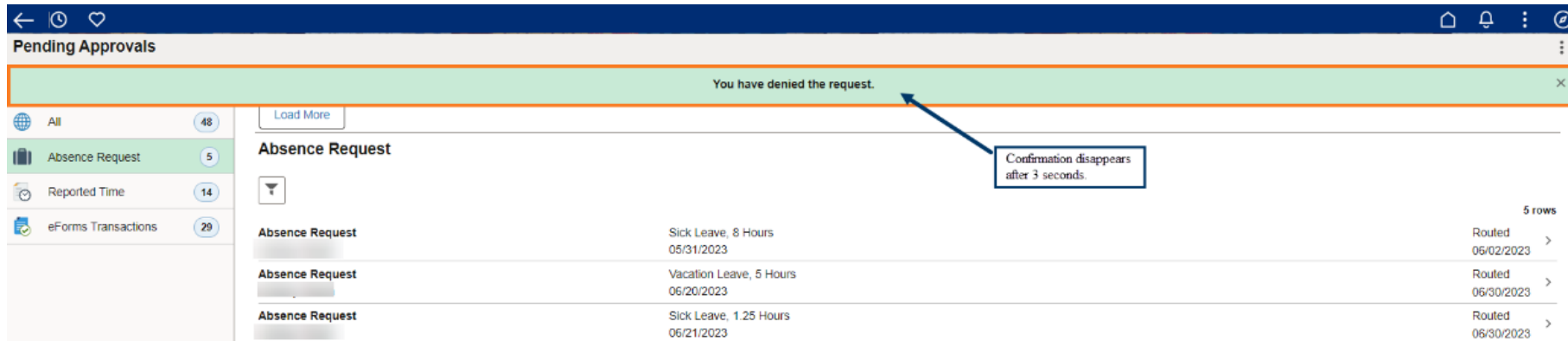
*Note: If a mistake has been made, the manager can **Cancel** their action at the window and return to the **Manager Absence Request** page for this request.

The screenshot displays the 'Absence Request' page in the MSS system. The page shows details for a 'Sick Leave' request on '05/15/2023' for '1 Hour'. The 'Requester Comments' section contains the text 'migraine'. A 'Deny' pop-up dialog box is open in the foreground, titled 'Deny', with a 'Cancel' button on the top left and a 'Submit' button on the top right. The dialog contains the text 'You are about to deny this request.' and a text input field labeled 'Approver Comments' with the placeholder text 'Enter reason or information that routes back to employee.'. Below the dialog, the 'Absence Request' page is partially visible, showing 'Approve', 'Deny', and 'Pushback' buttons. The 'Deny' button is highlighted with an orange border.

Reviewing Submitted Absences in MSS

Step 7 (As Needed)

Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee, and a green banner confirmation appears for three seconds at the top of the page confirming the denial of the request.



The screenshot displays the 'Pending Approvals' interface. At the top, a green banner with the text 'You have denied the request.' is visible. Below this, a sidebar on the left contains navigation options: 'All' (48), 'Absence Request' (5), 'Reported Time' (14), and 'eForms Transactions' (29). The main content area shows a table of 'Absence Request' items. A callout box with an arrow points to the green banner, stating 'Confirmation disappears after 3 seconds.'

Absence Request		
Absence Request	Sick Leave, 8 Hours 05/31/2023	Routed 06/02/2023
Absence Request	Vacation Leave, 5 Hours 06/20/2023	Routed 06/30/2023
Absence Request	Sick Leave, 1.25 Hours 06/21/2023	Routed 06/30/2023