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)

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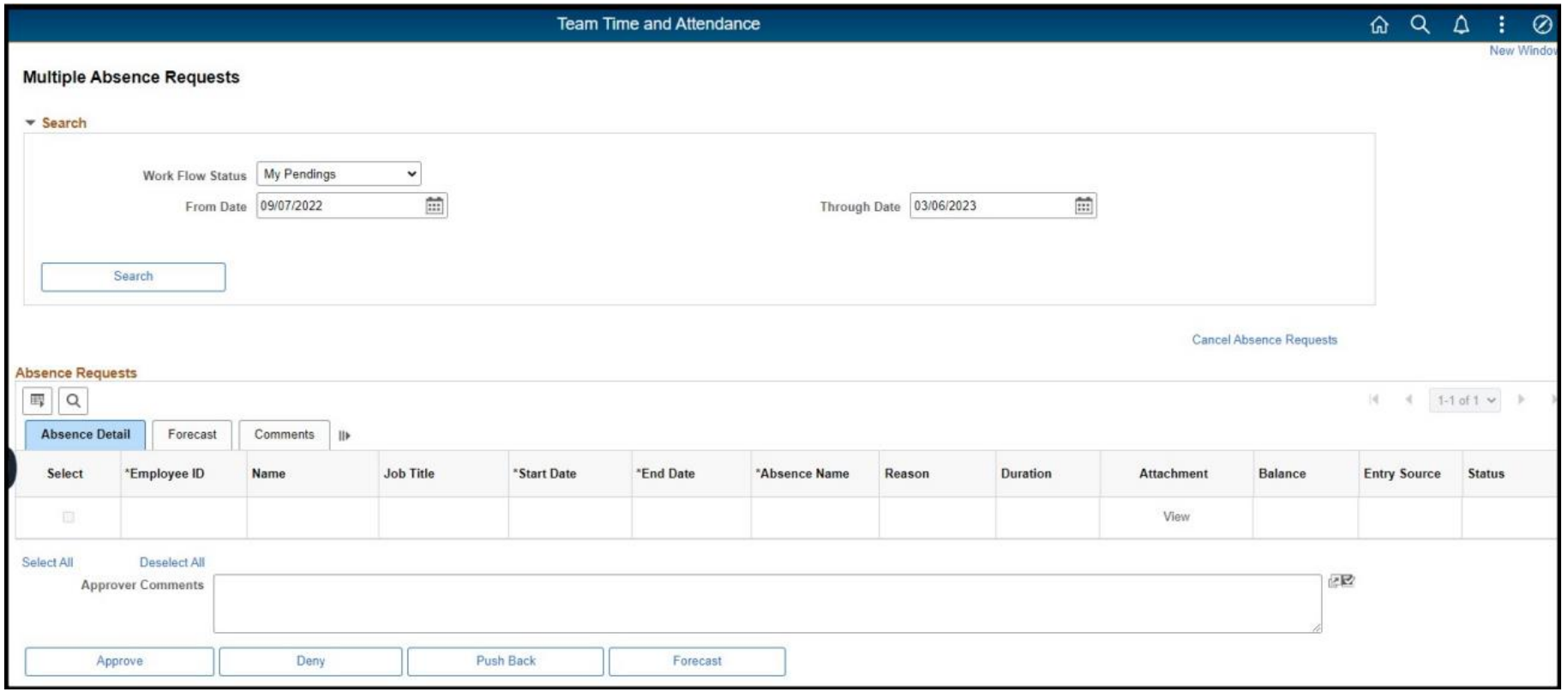
Reviewing Submitted Absences in MSS

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



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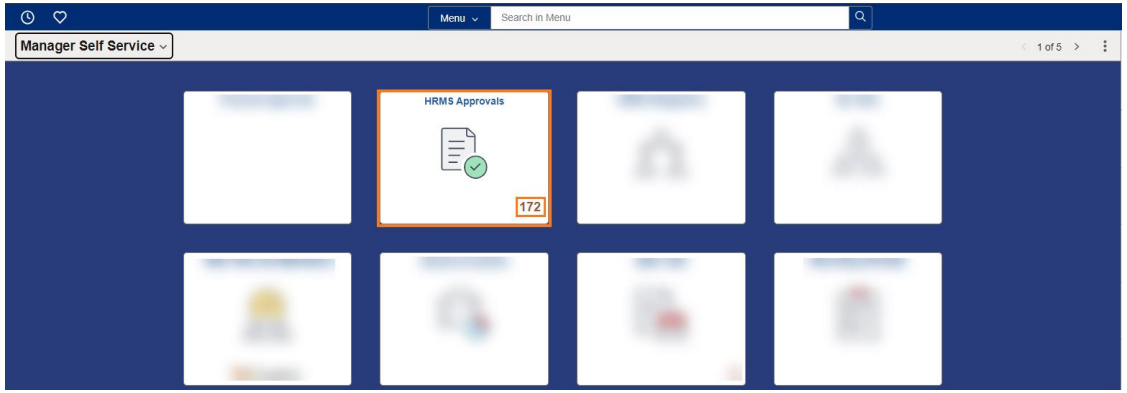
Reviewing Submitted Absences in MSS

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.

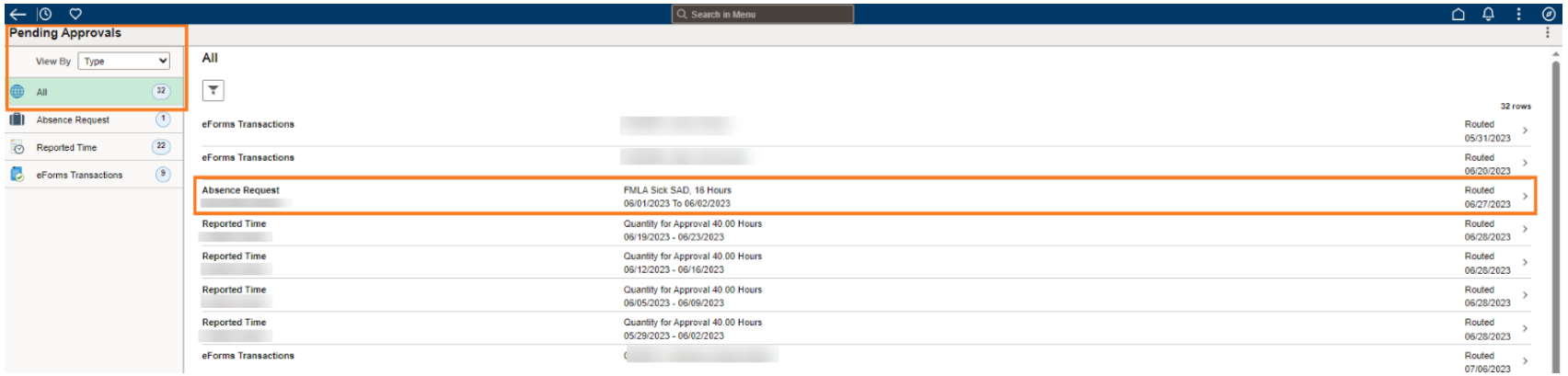


Reviewing Submitted Absences in MSS

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.

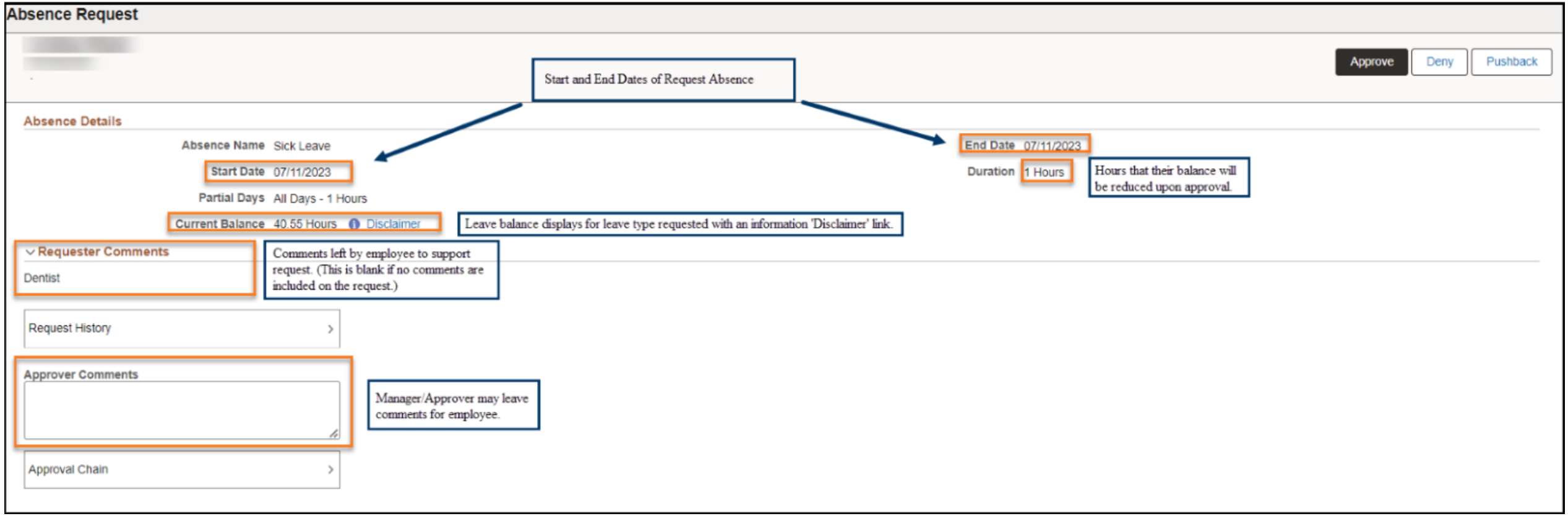
There may be multiple lines for the same employee if the employee has submitted multiple absence requests or the manager has not approved previous requests.

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

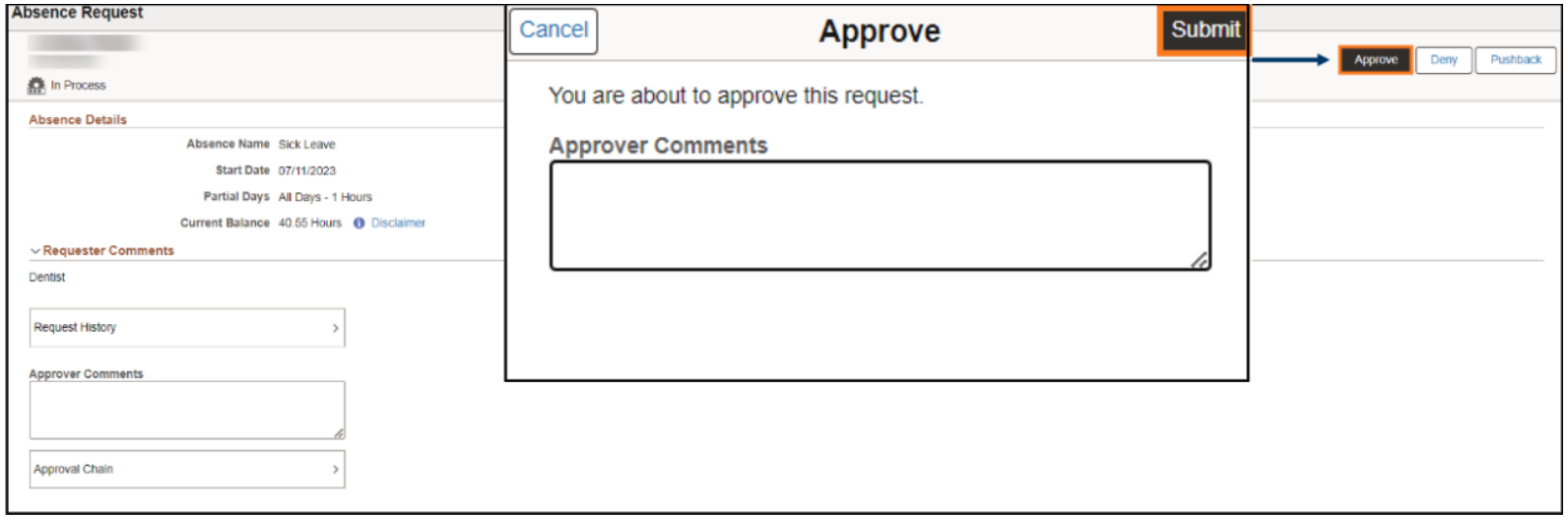
Step 3 Continued



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.



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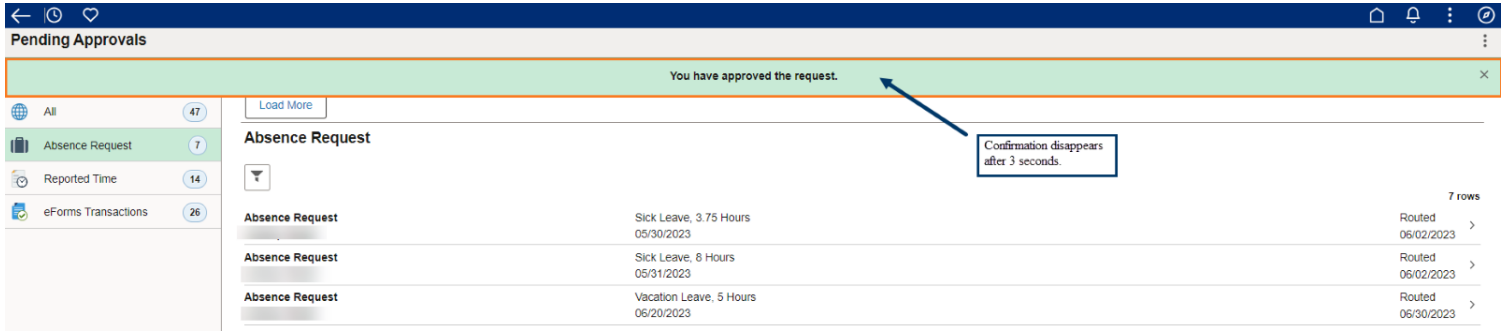
Reviewing Submitted Absences in MSS

Step 5

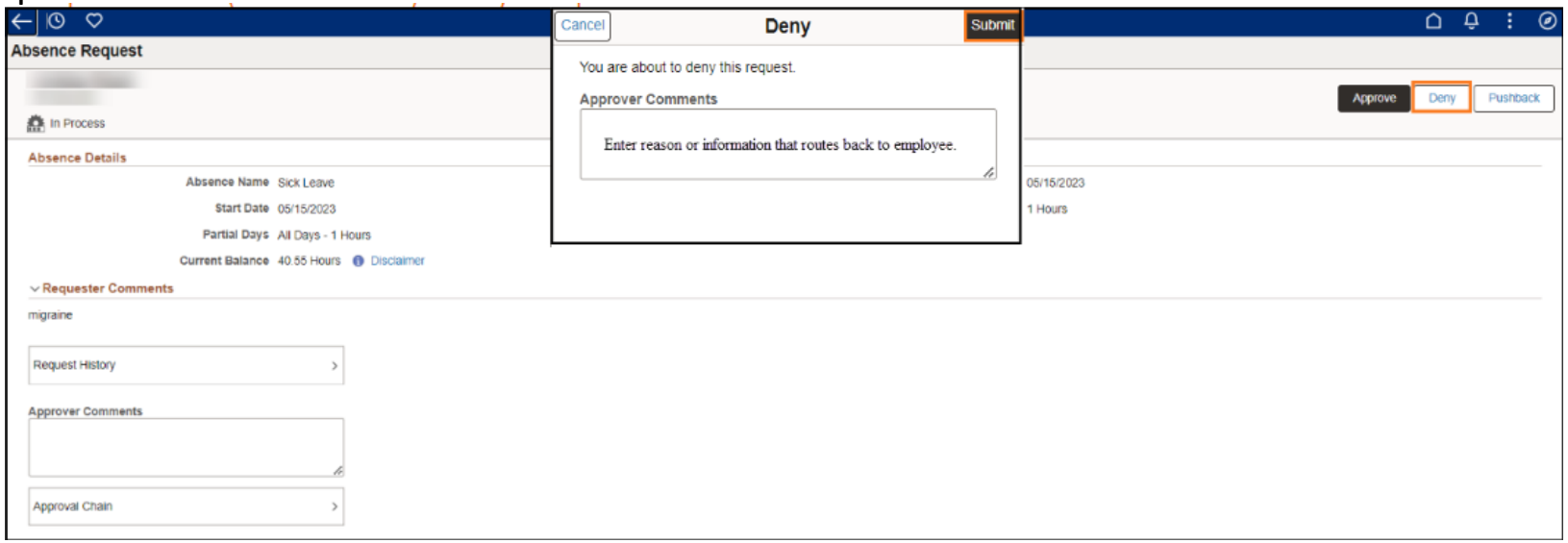
Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee, and a green banner confirmation appears for three seconds at the top of the page confirming the approval. Select the next employee and follow the same steps.



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.



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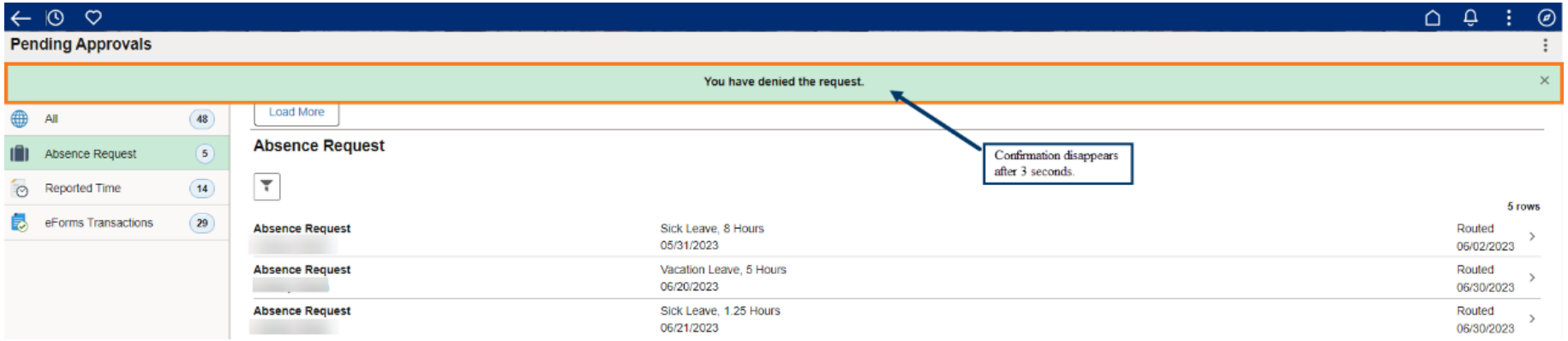
Step 7 (As Needed)
Once **Submit** is clicked, the system returns the manager to the **Pending Approvals** page with the list of **Absence Requests** by employee, and a green banner confirmation appears for three seconds at the top of the page confirming the denial of the request.