

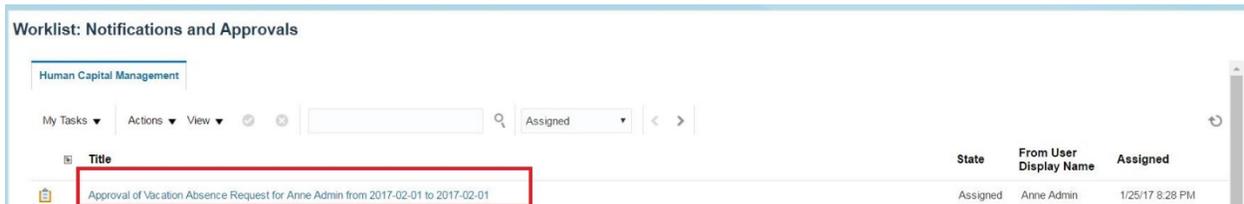
Approve Monthly Absence Requests

Following instructions to show managers how to approve monthly absence requests

1. Select 'Worklist' icon



2. Select link 'Approval of Absence Request for *Employee* from *Date* to *Date*'
 - a. This link is a pop up; make sure that your pop ups are allowed for myHR



3. Approve or Reject the Absence Request

