## **Approve Monthly Absence Requests**

Following instructions to show managers how to approve monthly absence requests

1. Select 'Worklist' icon

Time Personal My Portrait Training
Time Personal My Portrait Training
Information
My Team Manager Resources My Account Worklist Dashboard

- 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

Worklist: Notifications and Approvals				
Human Capital Management				^
My Tasks 🔻 Actions 🔻 View 👻 💿 💿 🔍 🔍 Assigned 💌 < >				Ð
b Title	State	From User Display Name	Assigned	
Approval of Vacation Absence Request for Anne Admin from 2017-02-01 to 2017-02-01	Assigned	Anne Admin	1/25/17 8:28 PM	
3. Approve or Reject the Absence Request Approval of Vacation Absence Request for Anne Admin from 2017-02-01 to 2017-02-01		Actions 🔻	Approve R	eject
Assigned Date 1/25/17 8:28 PM				
Expiration Date 2/1/17 8:28 PM				
Task Number 202366				
# Recommended Actions				
Absence Records				

Details

Absence Entry Details

Details		
Advanced Mode		
* Date	Duration	
2/1/17	3 Hours	
	Total	3 Hours