How Do I Process Multiple Absence Requests?

Navigation

1. Log into OneUSG Connect.
2. Click the **Employee Self Service** drop down and click **Manager Self Service**.
3. Click the **Team Time** tile.
4. Select **Multiple Absence Requests**.

Review Absence Request Information

5. On the **Multiple Absence Requests** page, click an **Employee's Name** to view the details for that absence request.
6. After reviewing absence request information, click **OK**.

Process Multiple Absence Requests

7. **Select** the absence requests you want to process together (all requests must have the same approval action). Or, to process all pending requests, click the **Select All** link.
8. Enter any **comments** you wish to include. These comments will save to each absence request you are processing at the same time.
9. Click the desired action button displayed at the top of the page:
   a. **Approve**: authorizes the employee absence
   b. **Deny**: rejects the employee absence request
   c. **Pushback**: returns the absence request to the originator for updates or revisions
10. Click **Yes** when asked if you wish to act on the selected absence requests.
11. Click **OK** when you receive the message the selected requests were processed.

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Complete the Task/Sign Out of Application

12. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

13. Click the **Sign Out** option in the listing.

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