

University of South Carolina Absence Management – TL/ABS Approver View Absence Requests

How to view absence requests for an employee:

This job aid outlines how a TL/ABS Approver can view absence requests for an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

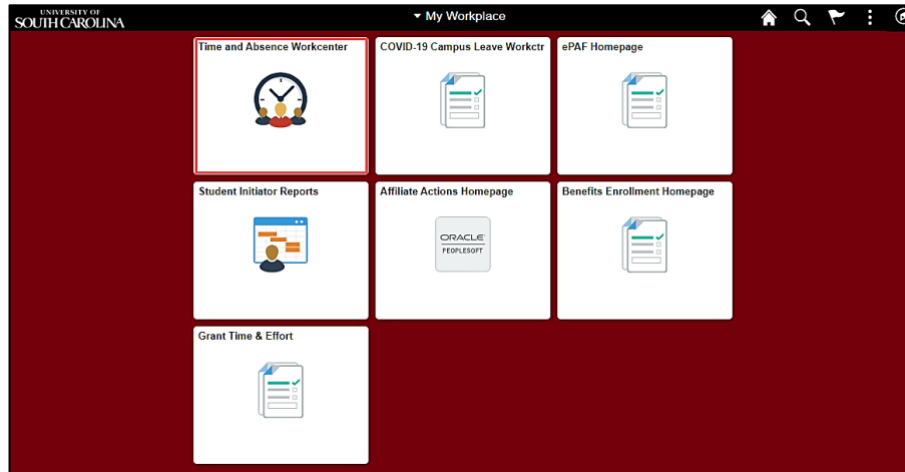
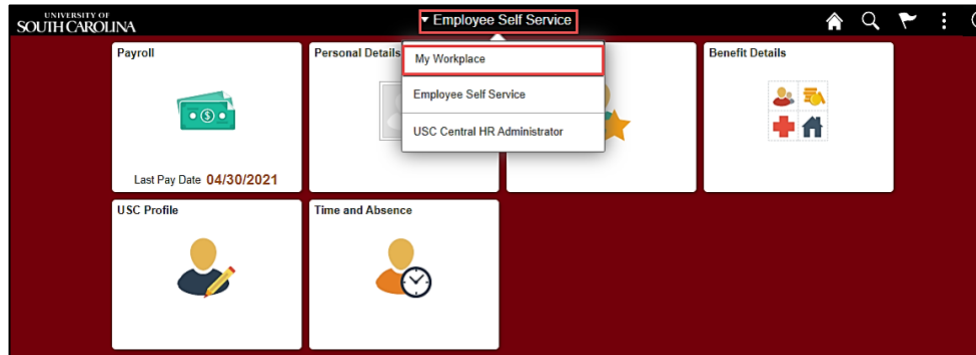
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **My Workplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



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Time and Absence Workcenter provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



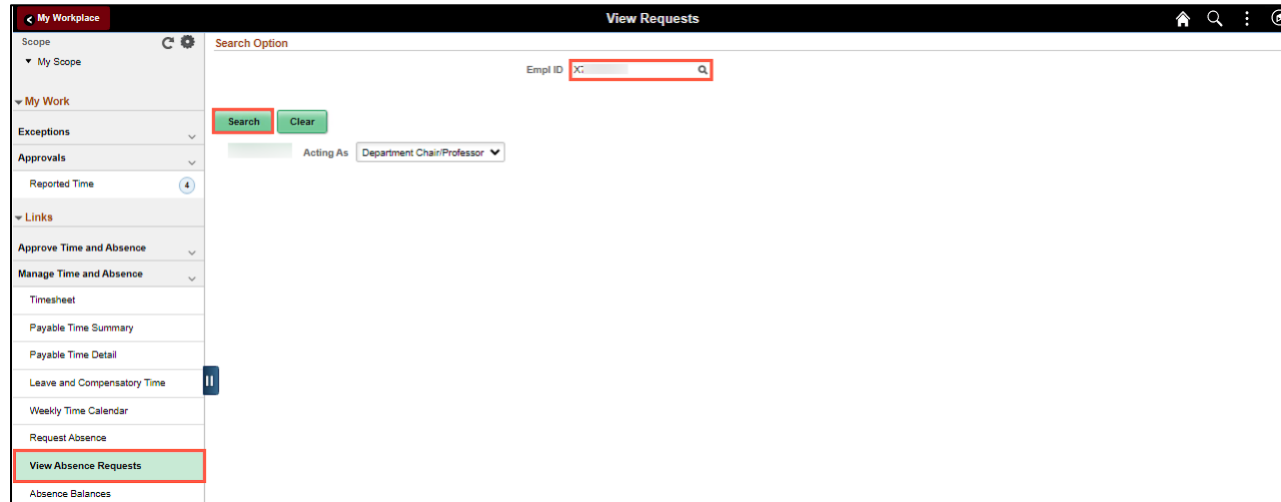
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Step 4: Click the **View Absence Requests** tab.

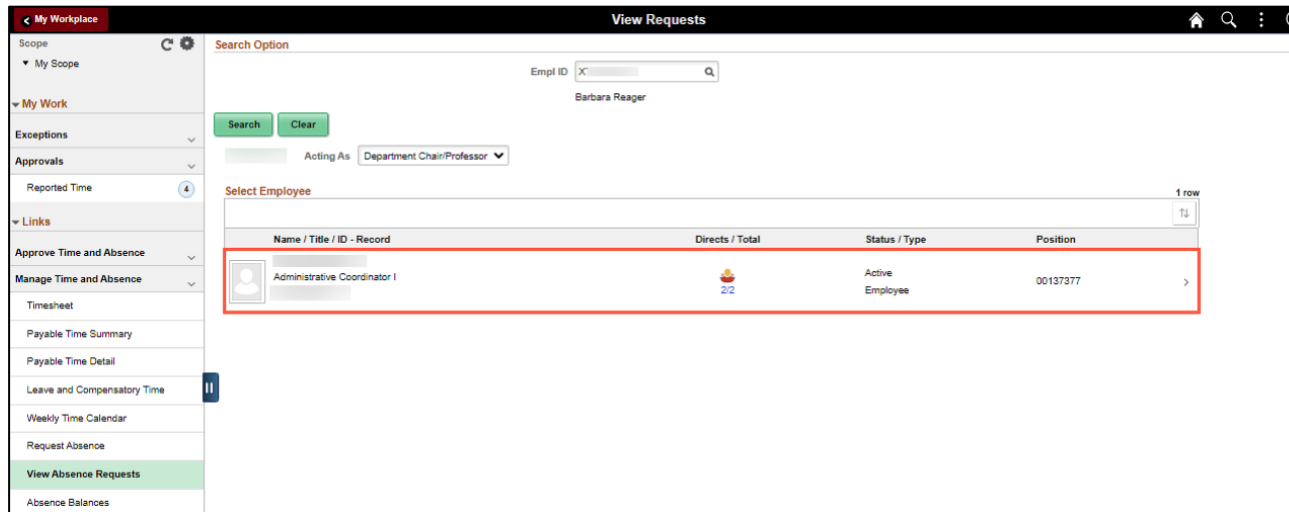
Step 5: To search for an employee, click in the **EMPL ID** field and enter the employee's USCID.

Step 6: Click the **Search** button.

Step 7: Click the **Employee line**.



The screenshot shows the 'View Requests' page in a web application. On the left is a navigation menu with 'View Absence Requests' highlighted in green. The main area has a search bar with 'Empl ID' and a search button highlighted in green. Below the search bar, there are 'Search' and 'Clear' buttons, and an 'Acting As' dropdown menu set to 'Department Chair/Professor'.



The screenshot shows the search results in the 'View Requests' page. The search bar now contains 'Barbara Reager'. Below the search bar, a table titled 'Select Employee' displays one result. The table has columns for Name / Title / ID - Record, Directs / Total, Status / Type, and Position. The row for 'Administrative Coordinator I' is highlighted with a red box.

Name / Title / ID - Record	Directs / Total	Status / Type	Position
Administrative Coordinator I	2/2	Active Employee	00137377

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The View Request page provides a list of the employee's absence requests.

Step 8: Click a specific request to view the details.

← My Workplace
View Requests

Scope ⌂ ⚙

▼ My Scope

▼ My Work

Exceptions

Approvals

Reported Time 4

▼ Links

Approve Time and Absence

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time ||

Weekly Time Calendar

Request Absence

View Absence Requests

Absence Balances

▼ Queries

Time and Labor

Absence Management

▼ Reports/Processes

Administrative Coordinator I
Return to Select Employee

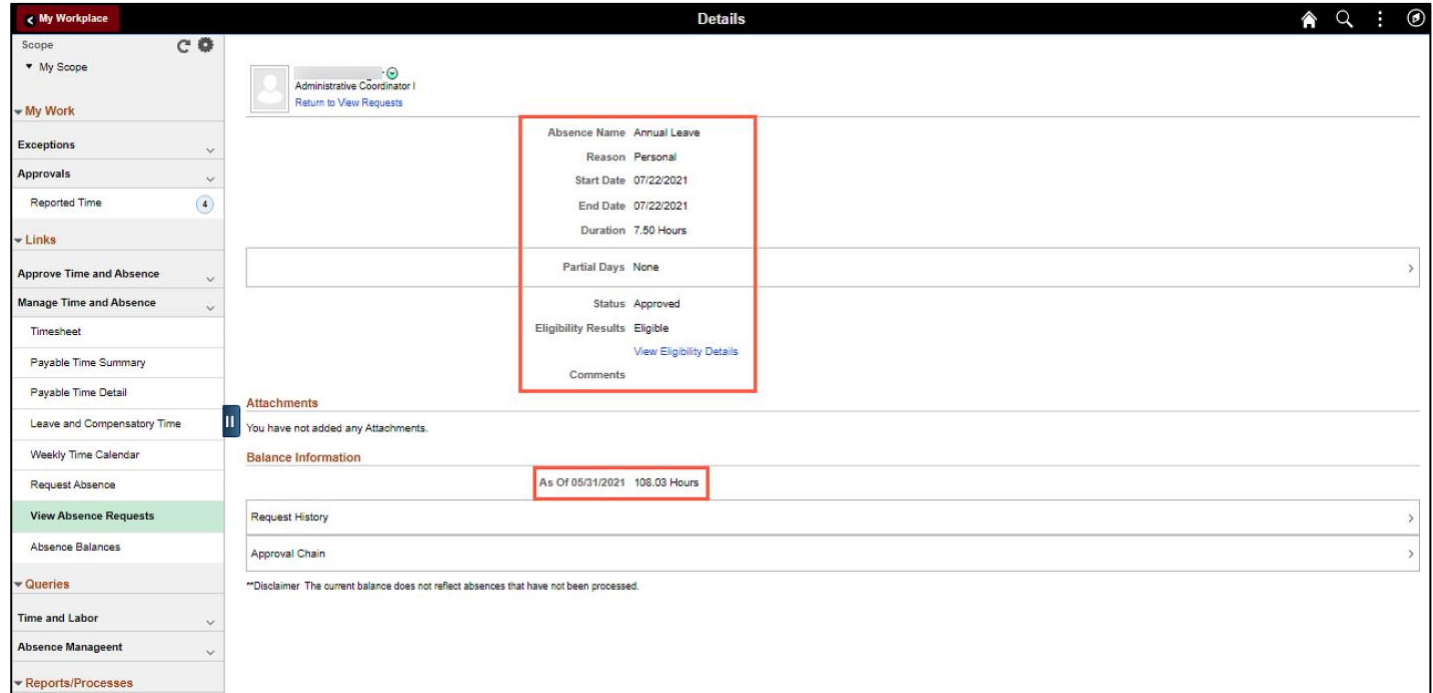
View Requests 6 rows

<div style="font-weight: bold; font-size: 0.7em;">Annual Leave</div> <div style="font-size: 0.7em;">Approved</div> <div style="font-size: 0.7em;">Manager Absence Request</div> <div style="font-size: 0.7em;">Eligible</div>	<div style="font-size: 0.7em;">07/22/2021</div> <div style="font-size: 0.7em;">7.5 Hours</div> <div style="text-align: right; font-size: 0.7em;">></div>
<div style="font-weight: bold; font-size: 0.7em;">Annual Leave</div> <div style="font-size: 0.7em;">Approved</div> <div style="font-size: 0.7em;">Manager Absence Request</div> <div style="font-size: 0.7em;">Eligible</div>	<div style="font-size: 0.7em;">06/25/2021</div> <div style="font-size: 0.7em;">7.5 Hours</div> <div style="text-align: right; font-size: 0.7em;">></div>
<div style="font-weight: bold; font-size: 0.7em;">Annual Leave</div> <div style="font-size: 0.7em;">Submitted</div> <div style="font-size: 0.7em;">Eligible</div>	<div style="font-size: 0.7em;">06/23/2021</div> <div style="font-size: 0.7em;">7.5 Hours</div> <div style="text-align: right; font-size: 0.7em;">></div>
<div style="font-weight: bold; font-size: 0.7em;">Sick Leave</div> <div style="font-size: 0.7em;">Cancel In Progress</div> <div style="font-size: 0.7em;">Eligible</div>	<div style="font-size: 0.7em;">06/01/2021</div> <div style="font-size: 0.7em;">3 Hours</div> <div style="text-align: right; font-size: 0.7em;">></div>
<div style="font-weight: bold; font-size: 0.7em;">Annual Leave</div> <div style="font-size: 0.7em;">Approved</div> <div style="font-size: 0.7em;">Eligible</div>	<div style="font-size: 0.7em;">05/28/2021</div> <div style="font-size: 0.7em;">3.75 Hours</div> <div style="text-align: right; font-size: 0.7em;">></div>
<div style="font-weight: bold; font-size: 0.7em;">Sick Leave</div> <div style="font-size: 0.7em;">Approved</div> <div style="font-size: 0.7em;">Eligible</div>	<div style="font-size: 0.7em;">05/28/2021</div> <div style="font-size: 0.7em;">3.75 Hours</div> <div style="text-align: right; font-size: 0.7em;">></div>

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Step 9: On the details page you can view:

- Absence Name
- Reason
- Start and End Date
- Duration
- Status
- Eligibility Results
- Cancel Details if applicable (this request has been canceled and waiting for manager approval).
- Balance Information



My Workplace Details

Administrative Coordinator I
[Return to View Requests](#)

Absence Name	Annual Leave
Reason	Personal
Start Date	07/22/2021
End Date	07/22/2021
Duration	7.50 Hours

Partial Days: None

Status: Approved

Eligibility Results: Eligible
[View Eligibility Details](#)

Comments

Attachments
You have not added any Attachments.

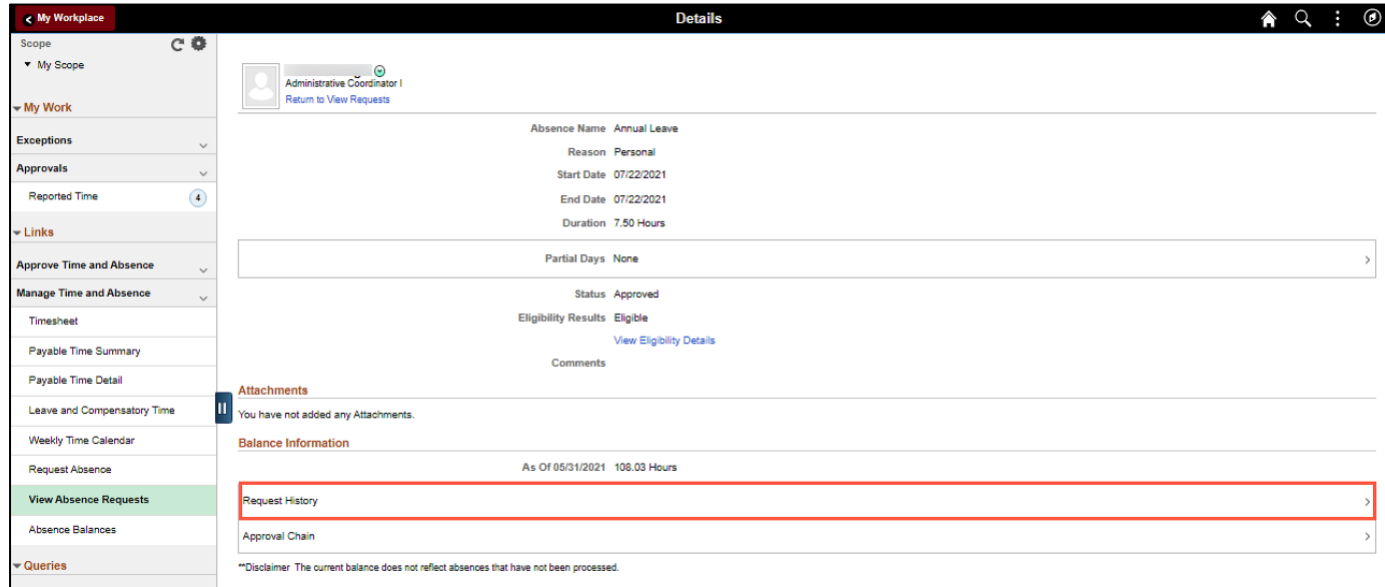
Balance Information
As Of 05/31/2021 108.03 Hours

Request History
Approval Chain

**Disclaimer The current balance does not reflect absences that have not been processed.

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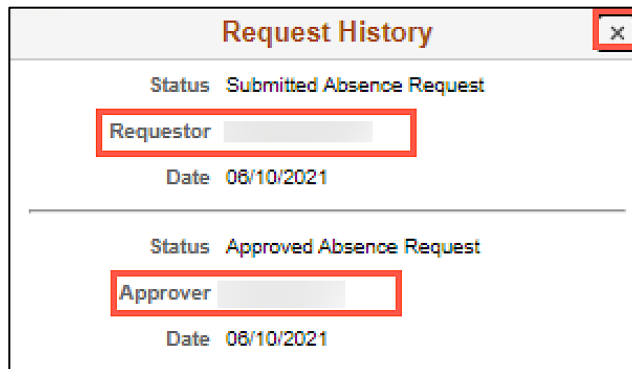
Step 10: Click **Request History**.



Step 11: On the **Request History** page, you can follow the status of the request.

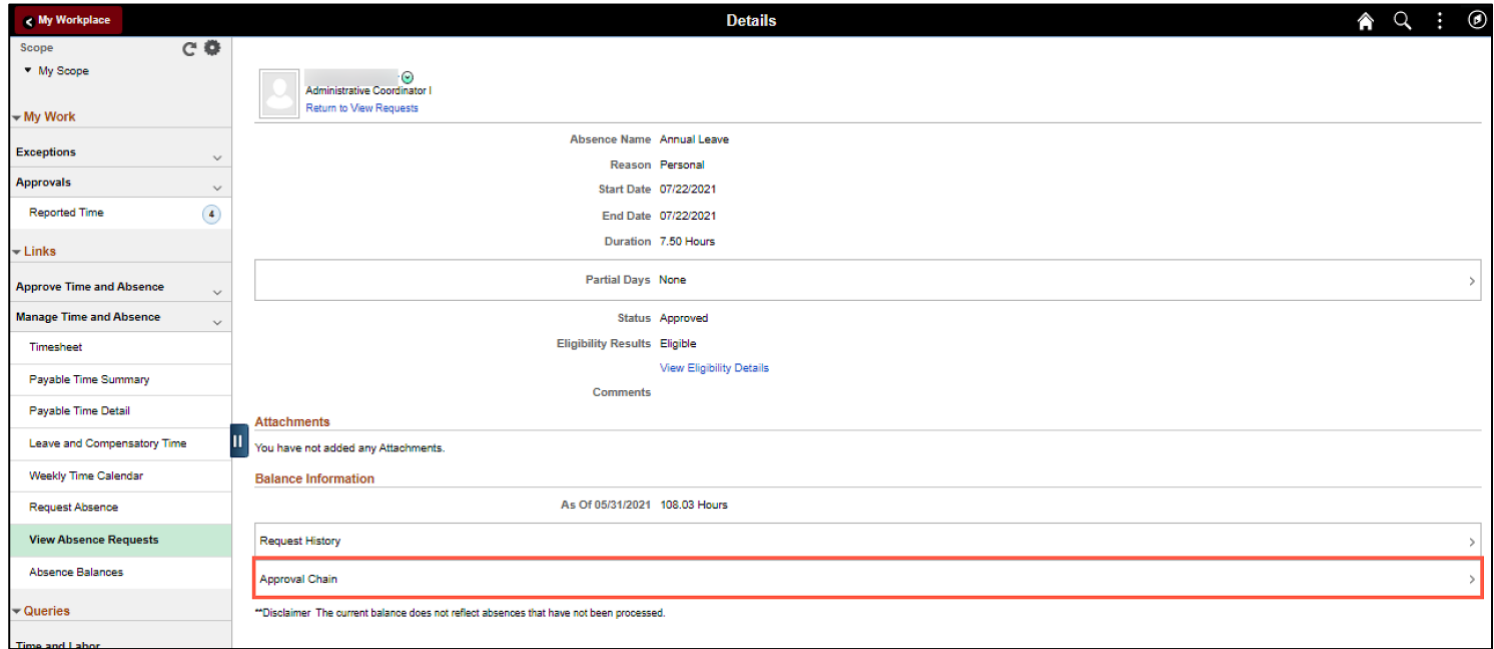
The employee is the requestor, and the Manager or TL/ABS Approver is the Approver.

Step 12: Click the **X** to close the Request History page and return to the Details page.



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Step 13: Click **Approval Chain**.



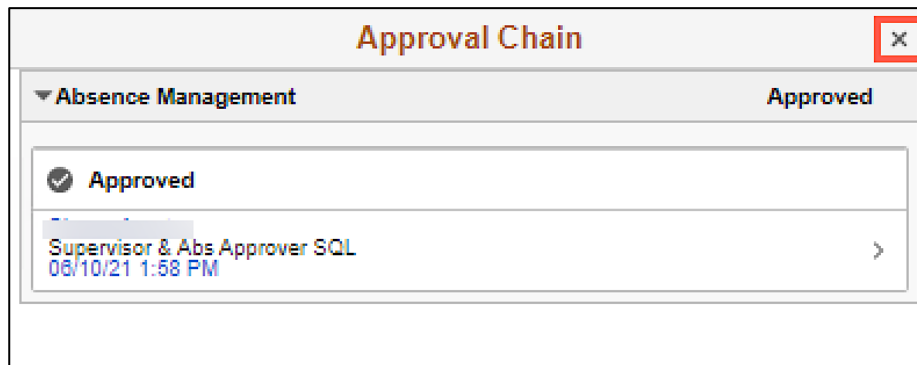
The screenshot shows the 'Details' page for an absence request. The left sidebar contains a navigation menu with 'View Absence Requests' highlighted. The main content area displays the following information:

- Administrative Coordinator I** (Return to View Requests)
- Absence Name:** Annual Leave
- Reason:** Personal
- Start Date:** 07/22/2021
- End Date:** 07/22/2021
- Duration:** 7.50 Hours
- Partial Days:** None
- Status:** Approved
- Eligibility Results:** Eligible (View Eligibility Details)
- Comments:**
- Attachments:** You have not added any Attachments.
- Balance Information:** As Of 05/31/2021 108.03 Hours
- Request History:**
- Approval Chain:** (This link is highlighted with a red box)

**Disclaimer: The current balance does not reflect absences that have not been processed.

Step 14: On the **Approval Chain** page, you view where the request is in the approval process.

Step 15: Click the **X** to close the Approval Chain page and return to the details page.



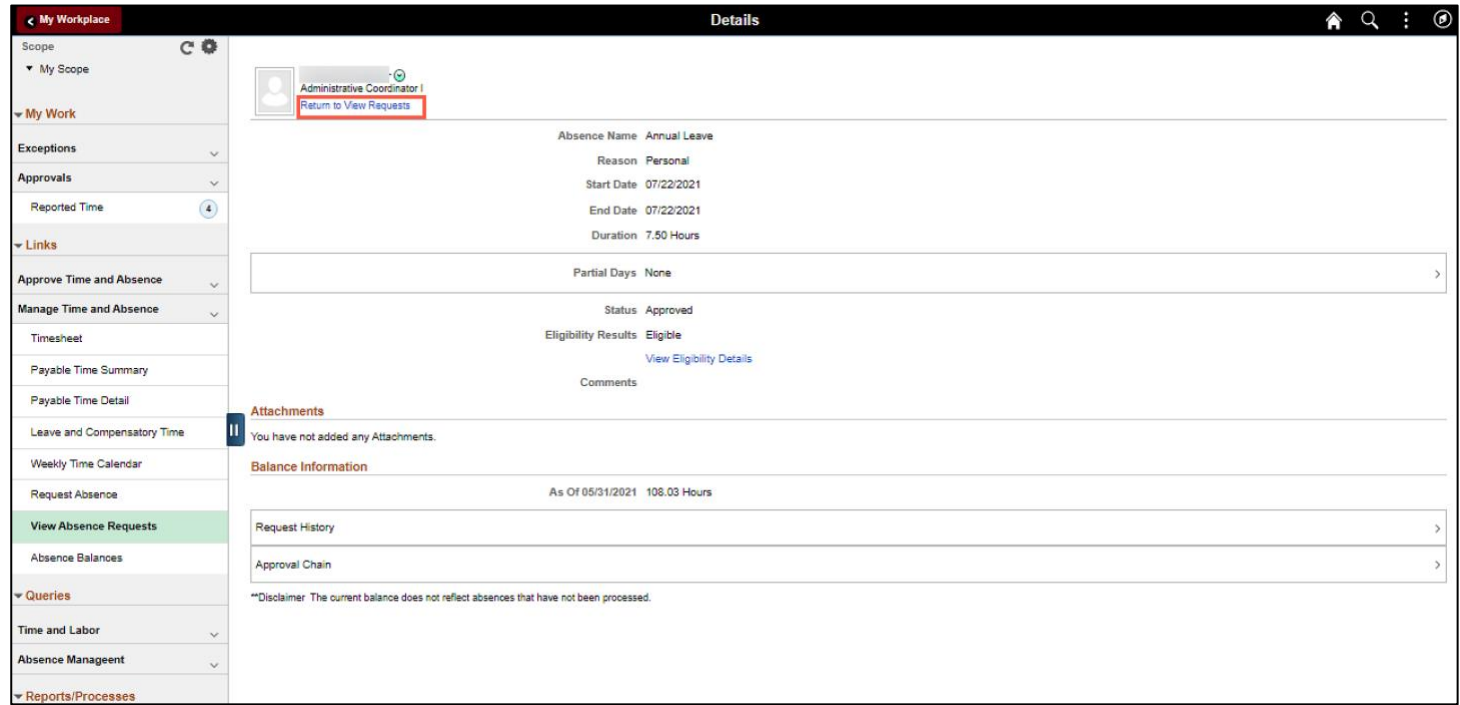
The 'Approval Chain' modal window displays the following information:

- Approval Management** (Approved)
- Approved** (with a checkmark icon)
- Supervisor & Abs Approver SQL**
- 06/10/21 1:58 PM**

The 'X' button in the top right corner of the modal is highlighted with a red box.

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Step 16: Click the **View Requests** tab to return to the View Requests page.



The screenshot displays the 'Details' page for an absence request. The left sidebar shows a navigation menu with 'View Absence Requests' highlighted. The main content area shows the following details:

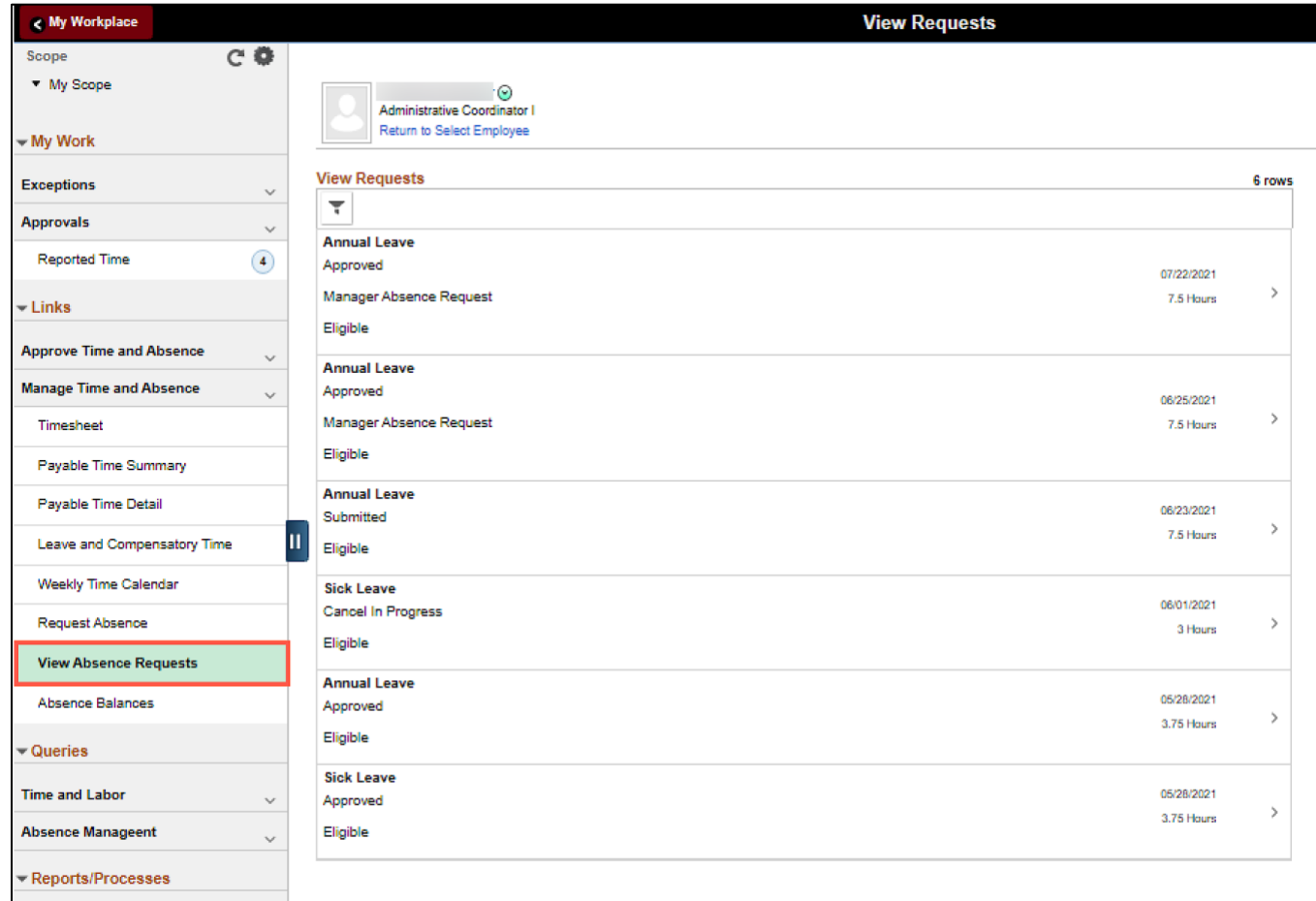
- Administrative Coordinator:** [Name] (with a 'Return to View Requests' link highlighted in red)
- Absence Name:** Annual Leave
- Reason:** Personal
- Start Date:** 07/22/2021
- End Date:** 07/22/2021
- Duration:** 7.50 Hours
- Partial Days:** None
- Status:** Approved
- Eligibility Results:** Eligible (with a 'View Eligibility Details' link)
- Comments:** [Empty field]
- Attachments:** You have not added any Attachments.
- Balance Information:** As Of 05/31/2021 108.03 Hours
- Request History:** [Link]
- Approval Chain:** [Link]
- Disclaimer:** The current balance does not reflect absences that have not been processed.

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Step 17: Select another request to view or click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

Step 18: Click the **View Absence Requests** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view absence requests for an employee.



View Requests

Administrative Coordinator I
Return to Select Employee

View Requests 6 rows

Annual Leave Approved	07/22/2021	
Manager Absence Request	7.5 Hours	>
Eligible		
Annual Leave Approved	06/25/2021	
Manager Absence Request	7.5 Hours	>
Eligible		
Annual Leave Submitted	06/23/2021	
Eligible	7.5 Hours	>
Sick Leave Cancel In Progress	06/01/2021	
Eligible	3 Hours	>
Annual Leave Approved	05/28/2021	
Eligible	3.75 Hours	>
Sick Leave Approved	05/28/2021	
Eligible	3.75 Hours	>