



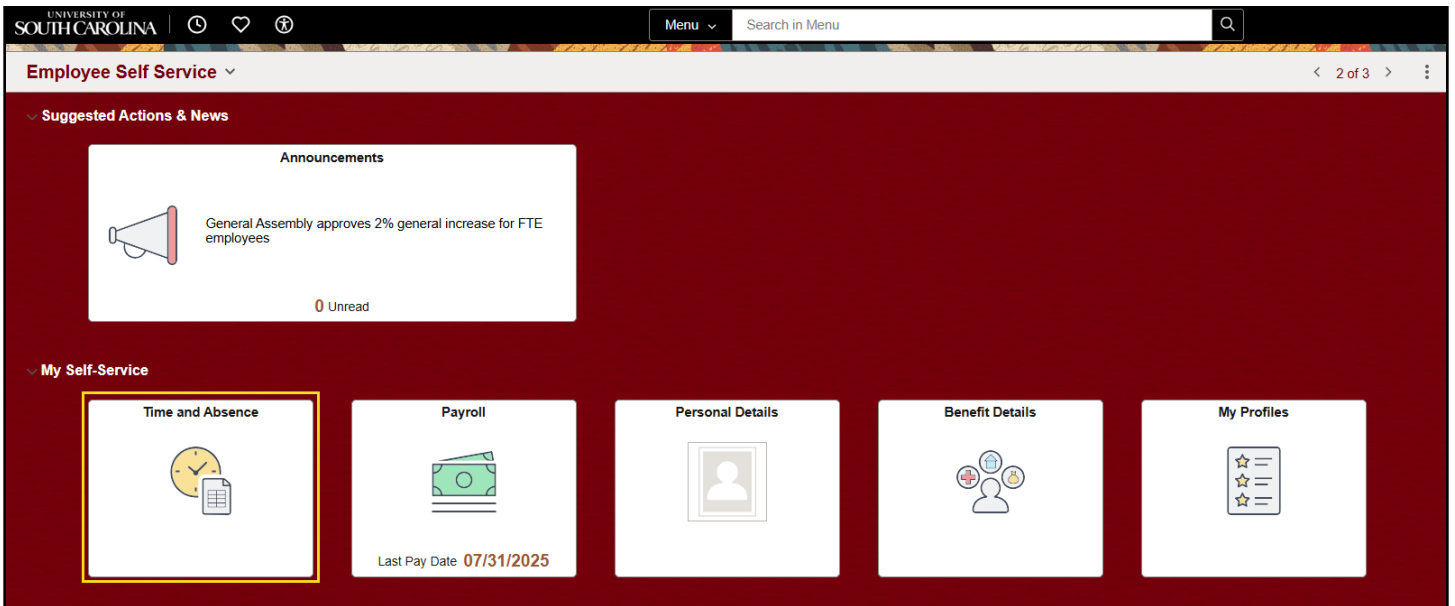
## Absence Management Job Aids

### Employee Self Service: View Absence Requests

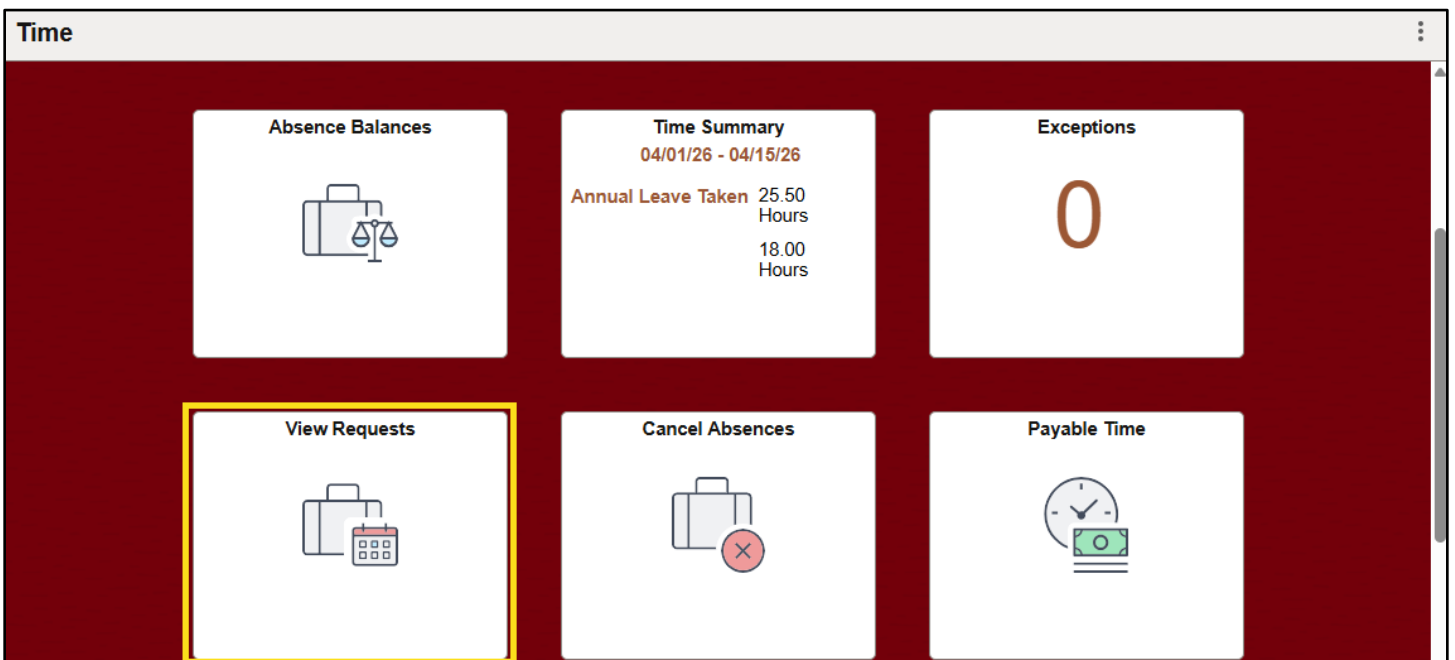
**How to view absence requests:** This job aid outlines how an employee can view absence requests.

**Navigation:** Employee Self Service > Time and Absence > View Requests

1) On the Employee Self Service landing page, click the **Time and Absence** tile.



2) Click the **View Requests** tile, to view your absence request history.




3) The View Request page provides a list of your absence requests. Click a specific request to view the details.

View Requests		
<b>Sick Leave</b> Approved Eligible	01/07/2026 3 Hours Processed	>
<b>Sick Leave</b> Approved Eligible	01/06/2026 7.5 Hours Processed	>
<b>Sick Leave</b> Approved Eligible	01/02/2026 7.5 Hours Processed	>
<b>Sick Leave</b> Approved Eligible	12/19/2025 2 Hours Processed	>
<b>Sick Leave</b> Approved Eligible	12/17/2025 3.75 Hours Processed	>

4) 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

### Absence Details

 | 0 | Active  
FTE | | 620130-HR OPERATIONS AND SERVICES ADM

[Return to View Requests](#)

Start Date 01/07/2026      End Date 01/07/2026      [Cancel Absence](#)

Absence Name Sick Leave      Reason Personal

Balance 58.96 Hours

Partial Days All Days >

Duration 3.00 Hours      Status Approved

Eligibility Results Eligible

Comments dentist

5) Click **Request History**.

The screenshot shows the 'Processing Details' section of a web application. It contains the following information:

- Status: Processed
- Processed Time: 6 Hours
- Paid: 6 Hours
- Unpaid: 0 Hours
- Period: 01/01/2026 - 01/15/2026

Below this information are two expandable sections: 'Request History' and 'Approval Chain'. The 'Request History' section is highlighted with a red border. At the bottom of the page, there is a disclaimer: "\*\*Disclaimer: The current balance does not reflect absences that have not been processed."

6) 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.

7) Click the **X** to close the Request History page and return to the Details page.

The screenshot shows the 'Request History' page with a close button (X) in the top right corner. It displays two entries:

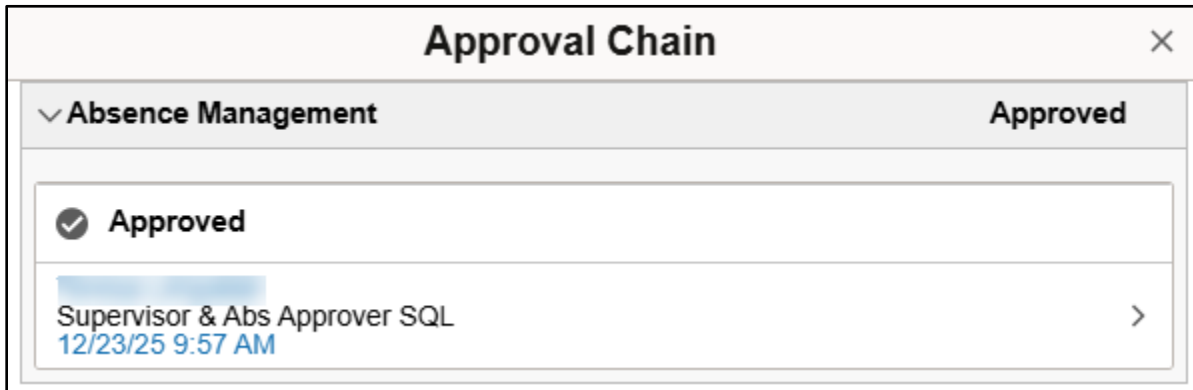
- Submitted Absence Request**
  - Requestor: [Redacted]
  - Date: 12/23/2025
  - Comments: dentist
- Approved Absence Request**
  - Approver: [Redacted]
  - Date: 12/23/2025

8) Click **Approval Chain**.

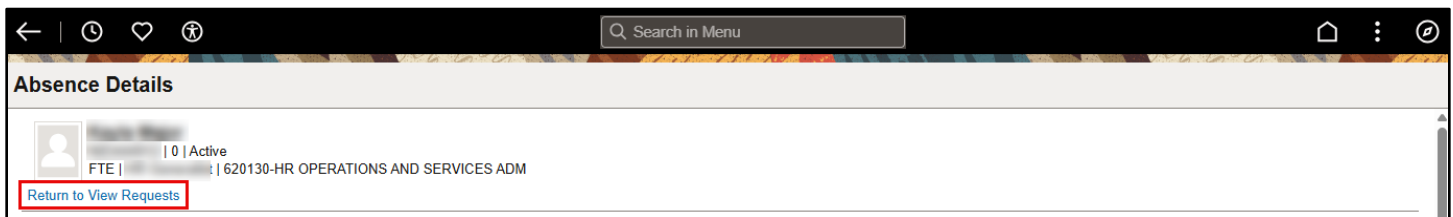
This screenshot is identical to the one in step 5, showing the 'Processing Details' page. In this instance, the 'Approval Chain' section is highlighted with a red border.

(Continued on next page)

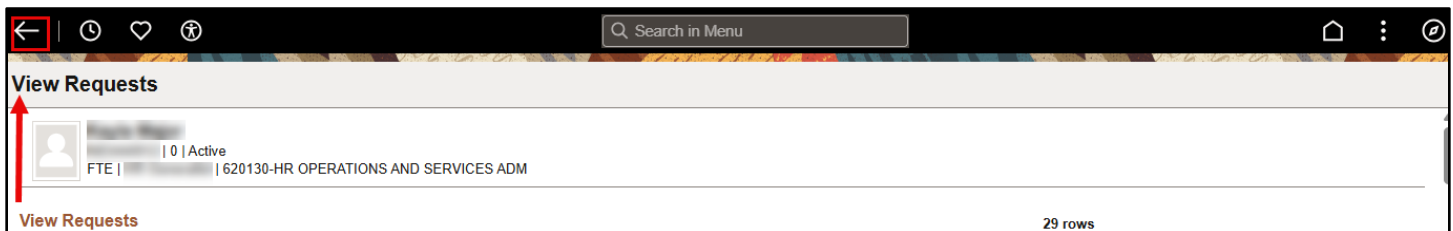
- 9) On the **Approval Chain** page, you view where the request is in the approval process.
- 10) Click the **X** to close the Approval Chain page and return to the details page.



- 11) Click the **Return to View Requests** to return to the View Requests page.



- 12) Select another request to view or click the **back button** to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.



**You successfully learned how to view your absence requests!**