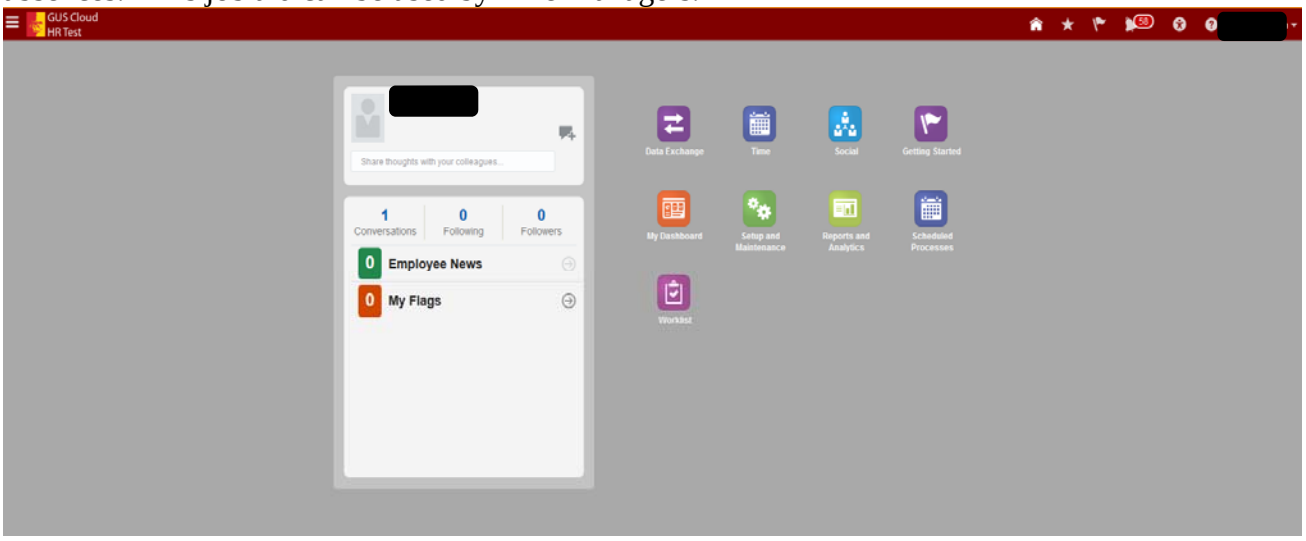
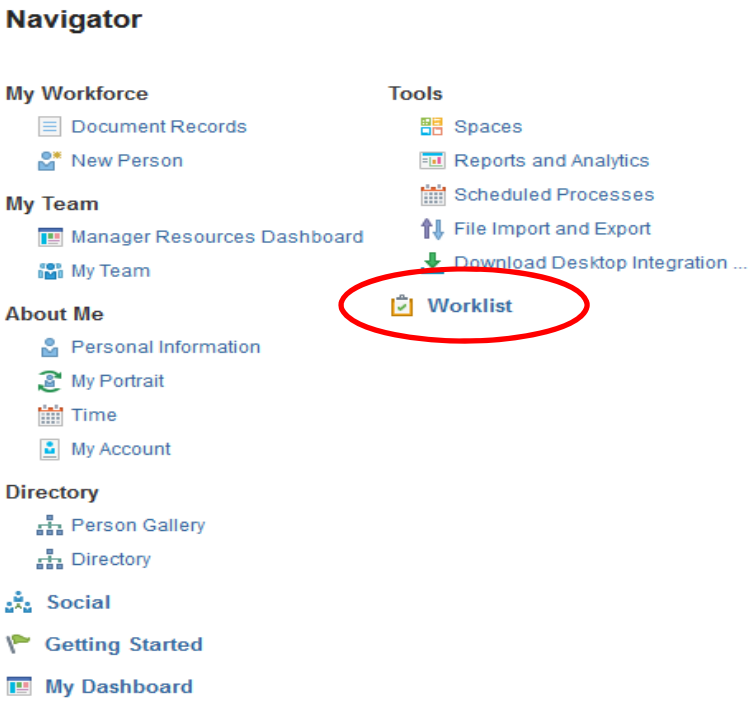
Job Aid

Approving or Rejecting Future Absences

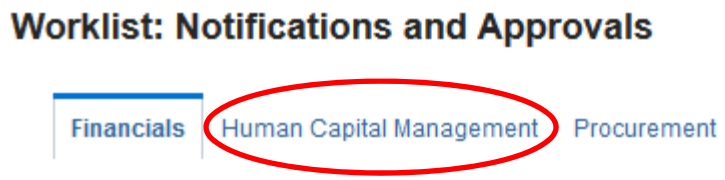
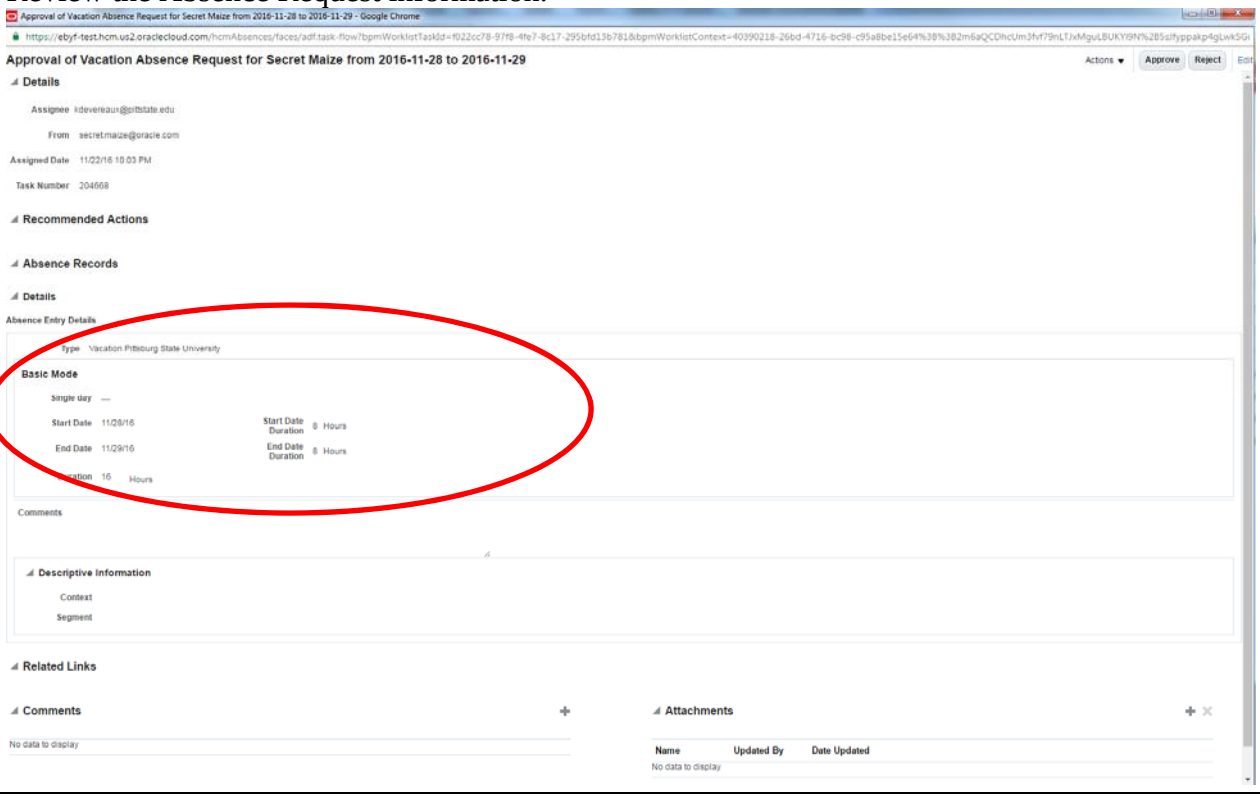
This Job Aid walks through the process of a Line Manager approving or rejecting future absences. This job aid can be used by Line Managers.

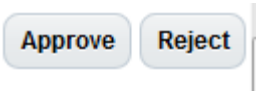


Step	Action
1.	Click **Navigator** to access the Navigator menu. 
2.	Click **Worklist**. 

Job Aid

Approving or Rejecting Future Absences

Step	Action
3.	Click **Human Captial Management**. 
4.	If any employee has submitted an absence request it will be listed under **Title**.  Click on the link under **Title** to view the details of an absense request.
5.	Review the Absence Request information. 

Step	Action
6.	Click **Approve** or **Reject** after reviewing the absence requst.  If approved the absence will be scheduled on the employees time card. The employee will receive a notifcation if the absence request is approved or rejcted. After approving or rejecting the request it will be removed from your Human Capital Management worklist.