
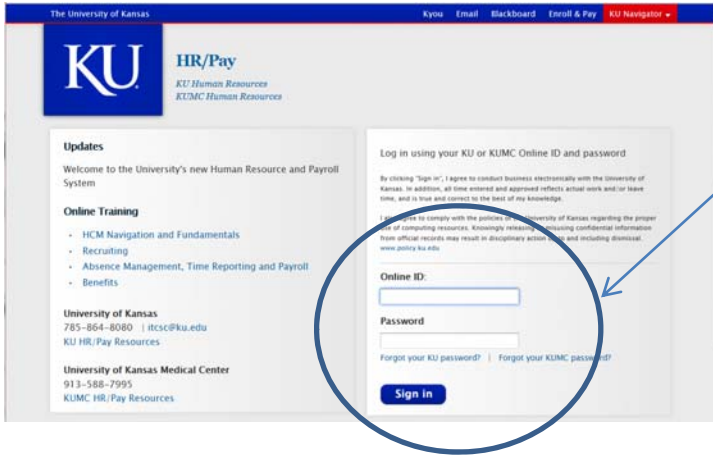


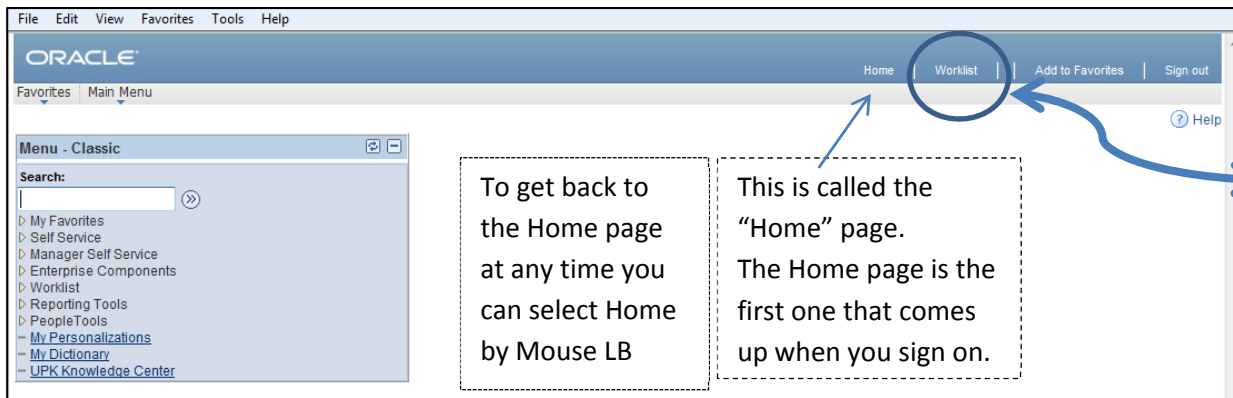
## How to Approve an Absence

- Italics and  represents how you get to the page using the Menu
- Mouse LB means to click on or press down the left button or side of the mouse.



Type in your KU online ID and Password and select Sign In using the Mouse LB.

### Home Page and Worklist – Step 1

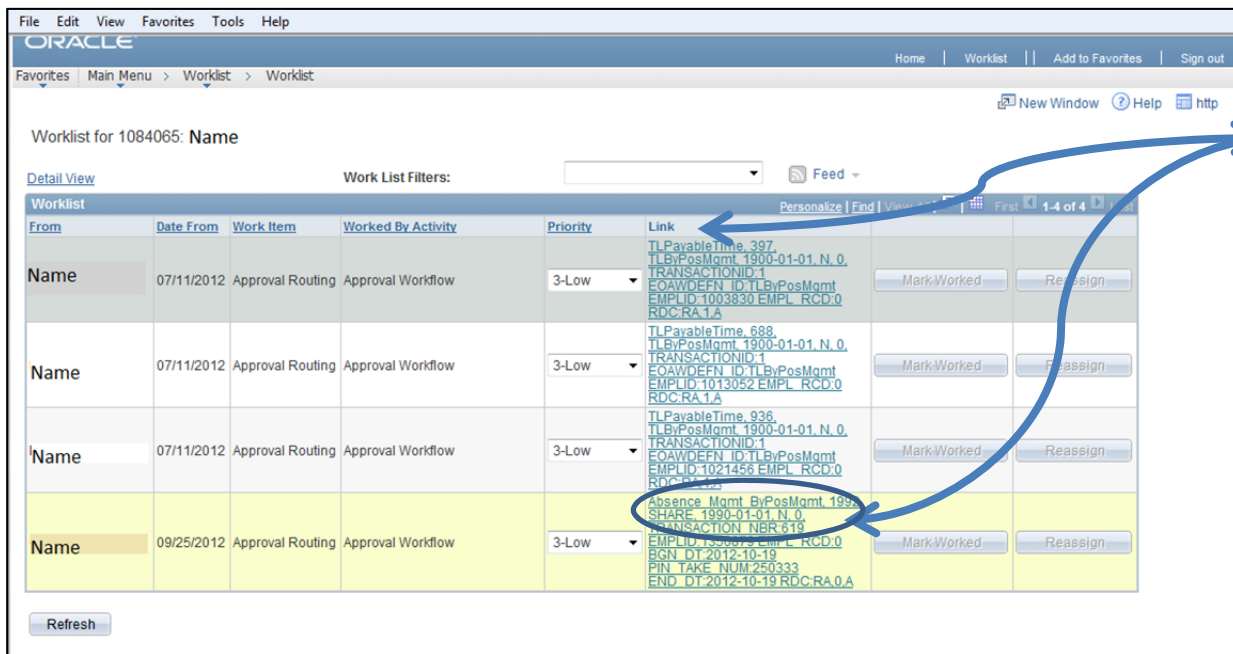


To get back to the Home page at any time you can select Home by Mouse LB

This is called the "Home" page. The Home page is the first one that comes up when you sign on.

To find items waiting for your Approval you may select the Worklist which is on every HR/Pay page.

### Select Worklist Item - Step 2



To approve an Absence -select item under the column Link that has Absence Mgmt in the description by using the Mouse LB.

## Review Request Details – Step 3

File Edit View Favorites Tools Help  
ORACLE  
Favorites Main Menu > Worklist > Worklist

### Approve Absence Request

#### Request Details

**Name**  
Carpenter Senior  
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

**Absence Detail**

Start Date :	10/19/2012	End Date :	10/19/2012
Absence Name :	Vacation Leave - NonExempt	Current Balance :	24.55 Hours**
Reason :	Self		
Partial Days :	None		

**Workflow**

Status :	Submitted
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**Comments**

Requestor Comments : test

Approver Comments :

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

[Return to Absence Requests](#)

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

You have several options on this page. Select options by clicking on the item by using the Mouse LB.

**Approve** – this will send the request to the system for processing and will send an email back to the employee. Once an Absence item is approved any changes to the item must be made by HR. (email hrpay@ku.edu)

**Deny or Push Back** – these actions will send the request back to the employee via email and Worklist item. You may want to include comments as to why you are sending back. If you have not approved; and the employee wants to make a change; you may send the item back by using either of these options.

**Approver Comments** is a free form text box for any additional information you may want to provide to the employee or for yourself as a matter of record.

Other options on this page:

**Current Balance** – displays the balance as of the last payroll period processed for the absence type being requested.

Go To has “hyperlinks” which by selecting with the Mouse LB will take you to another page.

**View Absence Request History** – take you to the employee’s page of absence request

**View Absence Balances** – takes you to the employee’s page of all leave balances

**Return to Absence Request** – hyperlink that takes you to a page where you can select by employee and action (Pending, Approved or Denied)

File Edit View Favorites Tools Help  
ORACLE  
Favorites Main Menu > Worklist > Worklist

### Approve Absence Request

#### Request Details

**Name**  
Carpenter Senior  
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

**Absence Detail**

Start Date :	10/19/2012	End Date :	10/19/2012
Absence Name :	Vacation Leave - NonExempt	Current Balance :	24.55 Hours**
Reason :	Self		
Partial Days :	None		

**Workflow**

Status :	Submitted
----------	-----------

**Comments**

Requestor Comments : test

Approver Comments :

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

[Return to Absence Requests](#)

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

## Approval and Comments/Approver Comments – Step 4

File Edit View Favorites Tools Help  
ORACLE  
Favorites Main Menu > Worklist > Worklist

### Approve Absence Request

#### Request Details

Name  
Carpenter Senior  
Review the details for this request and either approve, deny or submit for rework. You may also enter optional comments about each approval choice.

Absence Detail ?	
Start Date :	10/19/2012
End Date :	10/19/2012
Absence Name :	Vacation Leave - NonExempt
Reason :	Self
Partial Days :	None
Current Balance :	24.55 Hours**

Workflow	
Status :	Submitted

Comments	
Requestor Comments :	test
Approver Comments :	ok

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

[Return to Absence Requests](#)

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

To Approve:

Add Approver Comments (optional)

Select the Approve button by using the Mouse LB

Once you select Approve an Approval Confirmation page will be displayed.

## Confirmation – Step 5

File Edit View Favorites Tools Help  
ORACLE  
Favorites Main Menu > Worklist > Worklist

### Request Details

#### Approval Confirmation

✓ Are you sure you want to Approve this Absence Request?

If you select Yes by using the Mouse LB, the request will be sent for payroll processing and an email and Worklist notification is sent to the employee.

If you select No by using the Mouse LB, you will be returned back to the Request Details and the request is not sent for payroll processing.

## After Submission – Step 6

File Edit View Favorites Tools Help  
ORACLE  
Home | Worklist | Add to Favorites | Sign out  
Favorites Main Menu > Worklist > Worklist

### Request Details

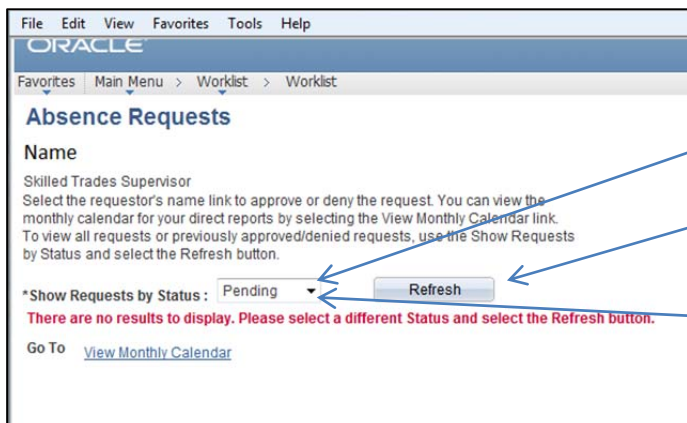
#### Approve Confirmation

✓ The Absence Request was successfully approved.

If you selected Yes previously, the Approve Confirmation notice will appear.

The item will also be removed from your Worklist.

## After Approve Confirmation – Step 7



If you selected OK previously you are returned to this page.

You may select the “drop down” options for the Show Request by Status by using the Mouse LB to select the option and then using the Mouse LB select the Refresh button.


Status options are Pending, Approved or Denied.

If you have additional items they are displayed by the Status. If additional items are returned the page will have a list by Employee’s Name. Use the Mouse LB to select an employee and open up the details page.

## Signing out – Step 8



When you are done –click on the Sign out by using the Mouse LB. This action will sign you out of the HR/Pay system.

You should also close out of the web browser which is usually a  in the top right hand corner, select it by using the Mouse LB.

Website: [hrpay.ku.edu](http://hrpay.ku.edu)

Email: [hrpay@ku.edu](mailto:hrpay@ku.edu)

Phone: 785/864-0600