Leave Denied or Push Back

1. Log into **PeopleSoft HRMS**
2. **Self-Service**
3. **Time Reporting**
4. **Report Time**
5. **Absence Request**

OR look at the right side of the screen at **View Time** and click on **Absence Request History**
6. View Absence Request History
7. Look at the Status of your requests

<table>
<thead>
<tr>
<th>Absence Request History</th>
<th>Find</th>
<th>View All</th>
<th>First</th>
<th>1 of 1</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Name</td>
<td>Status</td>
<td>Start Date</td>
<td>End Date</td>
<td>Duration</td>
<td>Requested By</td>
</tr>
</tbody>
</table>

Go To: Request Absence
       View Absence Balances
8. Click on the **Absence Name** next to the leave that needs changing (it will say Push Back in the Status) to see why your request was Pushed Back to you or why it was Denied.

Reason leave request was not approved. You would need to re-submit a changed leave request.

Click on the Request History to be able to return to the request and change the dates.
9. Edit the request

Absence Request History

Go To: Request Absence
View Absence Balances

10. Make changes and follow thru the normal steps for a request absence and submit the request again. You may also Cancel the request.

Request Absence

Go To: View Absence Request History
11. When the request is re-submitted, you then see more information about the request. Note the current Status.

**Request Details**

View Request Status and Approval Details

<table>
<thead>
<tr>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 05/16/2011</td>
</tr>
<tr>
<td>End Date: 05/18/2011</td>
</tr>
<tr>
<td>Absence Name: Annual Classified Leave</td>
</tr>
<tr>
<td>Partial Days: None</td>
</tr>
<tr>
<td>Duration: 24.00 Hours</td>
</tr>
<tr>
<td>Current Balance: 350.50 Hours**</td>
</tr>
</tbody>
</table>

**Additional Information**

- Is This FML Related

**Workflow**

| Status: Submitted |

**Request History**

<table>
<thead>
<tr>
<th>Status</th>
<th>Name</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Saved</td>
<td></td>
<td>04/18/2011</td>
<td>I would like vacation time for 3 days.</td>
</tr>
<tr>
<td>2 Submitted</td>
<td></td>
<td>04/18/2011</td>
<td>I would like vacation time for 3 days.</td>
</tr>
<tr>
<td>3 Push Back</td>
<td></td>
<td>04/18/2011</td>
<td>We have some critical steps in the HRMS conversion during these dates. Can you select some dates in the following week?</td>
</tr>
<tr>
<td>4 Submitted</td>
<td></td>
<td>04/18/2011</td>
<td>I would like vacation time for 3 days.</td>
</tr>
</tbody>
</table>

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

Go To:  
- Request Absence  
- View Absence Request History  
- View Absence Balances

12. Always remember to **SIGN OUT** when you are finished working in HRMS.
Summary: Leave Denied or Push Back

- Log into PeopleSoft HRMS
- Self-Service
- Time Reporting
- Report Time
- Absence Request
- View Absence Request
- Check Status
- Click on the Absence Name link of the request you wish to change
- Checked Comments from Supervisor
- View Absence Request History
- Make changes
- Submit
- Check Status for history
- Sign Out