Approve, Deny or Return Leave for Rework

In this topic managers will learn how to approve, deny or return a leave request for rework.

**CAUTION:** Prior to approving an employee’s leave request, Managers should check the employee’s leave history to make sure they have not requested more leave hours than they have. The current balance DOES NOT reflect absence requests that have not been processed.

- Log into PeopleSoft HRMS
- Manager Self-Service
- Time Management
- Approve Time and Exceptions
- Absence Requests

---

**Manager Self Service**

**Time Management**

Manage schedules, view and approve reported and payable time, absence and overtime requests, exceptions, and more.

- Approve Time and Exceptions
- Absence Requests

**Absence Requests**

Approve, deny or return employee's absence request.
All employees who have requested leave that requires action by the manager will be listed here. The manager will select an employee name and leave request by clicking on the name hyperlink.

You should also receive an email regarding leave that is awaiting your approval.

You can use the **Show Requests by Status field** to search for leave requests by **Pending, Approved, or Denied** status. You would use this function to search for prior **Approved** leave to ensure there are no employee conflicts (for example, two employees requesting leave on the same day). After changing the selection at the drop down list box – click **Refresh**.
**Request Details**

Debra Gagner  
Info Technology Specialist I

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

<table>
<thead>
<tr>
<th>Details</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start Date:</strong></td>
<td>04/22/2011</td>
</tr>
<tr>
<td><strong>End Date:</strong></td>
<td>04/22/2011</td>
</tr>
<tr>
<td><strong>Absence Name:</strong></td>
<td>Family Personal</td>
</tr>
<tr>
<td><strong>Current Balance:</strong></td>
<td>40.00 Hours**</td>
</tr>
<tr>
<td><strong>Partial Days:</strong></td>
<td>Start Day Only</td>
</tr>
<tr>
<td><strong>Start Day Hours:</strong></td>
<td>4.00</td>
</tr>
<tr>
<td><strong>Duration:</strong></td>
<td>4.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Workflow</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong></td>
<td>Submitted</td>
</tr>
</tbody>
</table>

**Comments**

- **Requestor Comments:**
- **Approver Comments:**

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

---

Details for the request are shown. Be sure to **verify the employee’s leave type** – if they have entered the incorrect leave type; return the request for rework with a note asking them to select the correct leave type.

The **balance** shown is as of the last processed date. The current balances **DO NOT** reflect unprocessed requests **within the same leave period**. The balance reflects the last time absence management was processed. The processing of absence management will coincide with pay periods. The employee’s balance should not be off by more than one semi-monthly payroll cycle.

An employee may be entering multiple leave requests within the same pay period. If so, their leave balance will not reflect accurately all of these requests. Be sure to double check any leave requests you
have approved for an employee in the current pay period to make sure they have the leave available. Otherwise, they may go into unpaid leave.

If you see a balance of “0” for anything other than leave without pay (LWOP), make sure your employee is selecting the correct Leave type. If they have not, send the request back to the employee to choose the correct plan.

**Processing the Request:**

- Enter comments. Use to spell check your comments.
  - Anytime you either Deny or Request Rework (Needs Rework), it is important to provide a reason by entering a comment so the employee will understand.
- Then select a status for the request.
- The employee receives an email with the status and your comments.

**Leave Request Statuses**

- **Approve**
  - The request is approved and leave will be processed the next time absence management is processed.
- **Deny**
  - The request is denied.
  - No more action on this request can be taken.
  - The manager should enter an appropriate comment notifying the employee of the reason for denial.
- **Needs Rework**
  - The request is neither approved nor denied - the manager needs additional information or wants the employee to make changes to the request.
  - The request is returned to the employee for action.
  - Your comments are included. You should indicate the action you want the employee to take and your concerns regarding the request.

Regardless of the button you push – you will receive two messages. Click YES on the first message and OK on the second message. Sample messages are shown below:

If you select **Approve** – you receive the following messages:

![Approval Confirmation](image)

If you select **Needs Rework** – you receive the following messages:

![Push Back Confirmation](image)
If you select **Deny** – you will receive the following messages:

- **Denial Confirmation**
  - Are you sure you want to Deny this Absence Request?
  - Yes  
  - No

- **Deny Confirmation**
  - The Absence Request was successfully denied.

[Images of the confirmation screens are shown.]