Viewing Absence Request History

- Log into PeopleSoft HRMS
- Self-Service
- Time Reporting
- Absence Request (can choose from either the Menu, View Time, Absence Request or Report Time, Absence Request

View Absence Request History

Request Absence

Debra Gagner
Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.

Absence Detail

* Start Date: 04/19/2011
Filter by Type: All
* Absence Name: Select Absence Name

Comments

Requestor Comments:

* Required Field

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

Debra Gagner

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Requested By</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Classified Leave</td>
<td>Submitted</td>
<td>05/16/2011</td>
<td>05/18/2011</td>
<td>24 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Classified Leave</td>
<td>Saved</td>
<td>05/03/2011</td>
<td>05/04/2011</td>
<td>16 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Family Personal</td>
<td>Approved</td>
<td>04/22/2011</td>
<td>04/22/2011</td>
<td>4 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
<tr>
<td>Annual Classified Leave</td>
<td>Submitted</td>
<td>04/20/2011</td>
<td>04/20/2011</td>
<td>8 Hours</td>
<td>Employee</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Go To:  
- Request Absence  
- View Absence Balances

- History is shown based on the date your request. After choosing your date range, click on Refresh. If Leave has not been submitted, only saved for later, then you will have access to the Edit button to make changes. Status tells you if your request has been

- To return to the main menu, click on Self-Service at the top of the Menu on the left side of the screen.

- When finished in PeopleSoft, be sure to Sign Out.
Summary: View Absence Request History

- PeopleSoft HRMS
- Self-Service
- Time Reporting
- Absence Request
- View Absence Request History
- Set date range
- Refresh
- Sign Out