

**How to view absence requests for an employee:**

This job aid outlines how a manager can view absence requests for an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, reporting, and viewing activities.

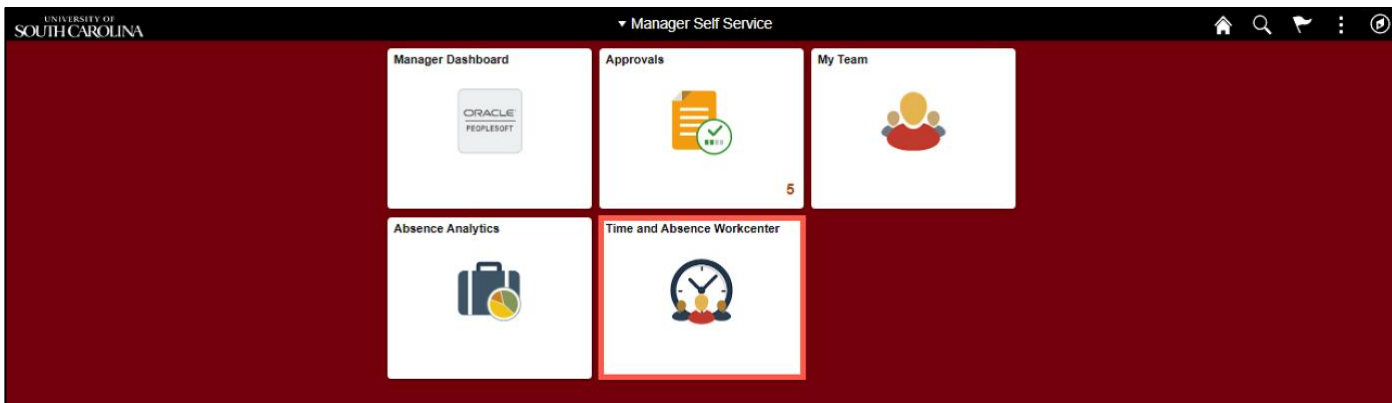
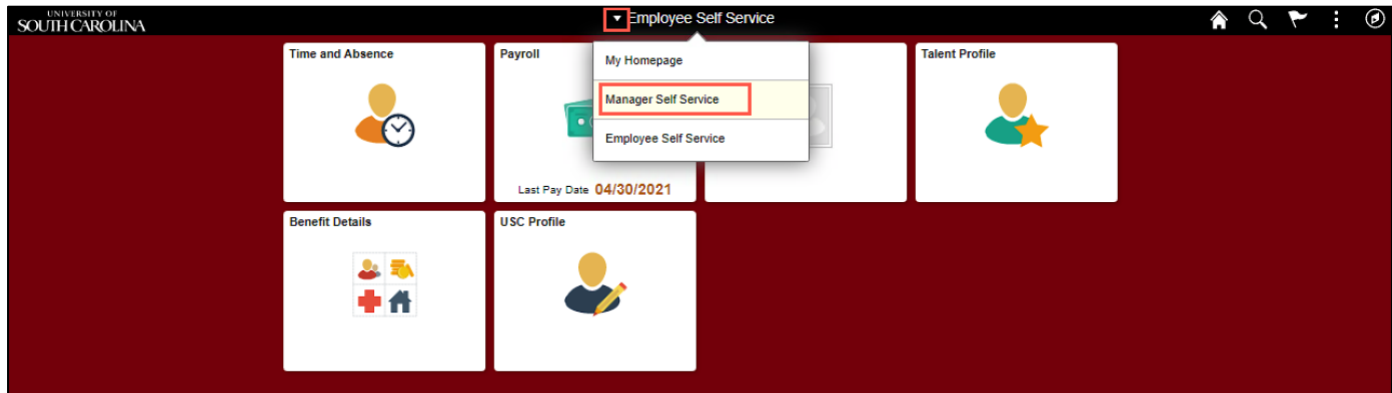
**Navigation:** Employee Self Service > Manager Self Service > Time and Absence Workcenter

**Processing Steps**

**Step 1:** On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

**Step 2:** Click the **Time and Absence Workcenter** tile.

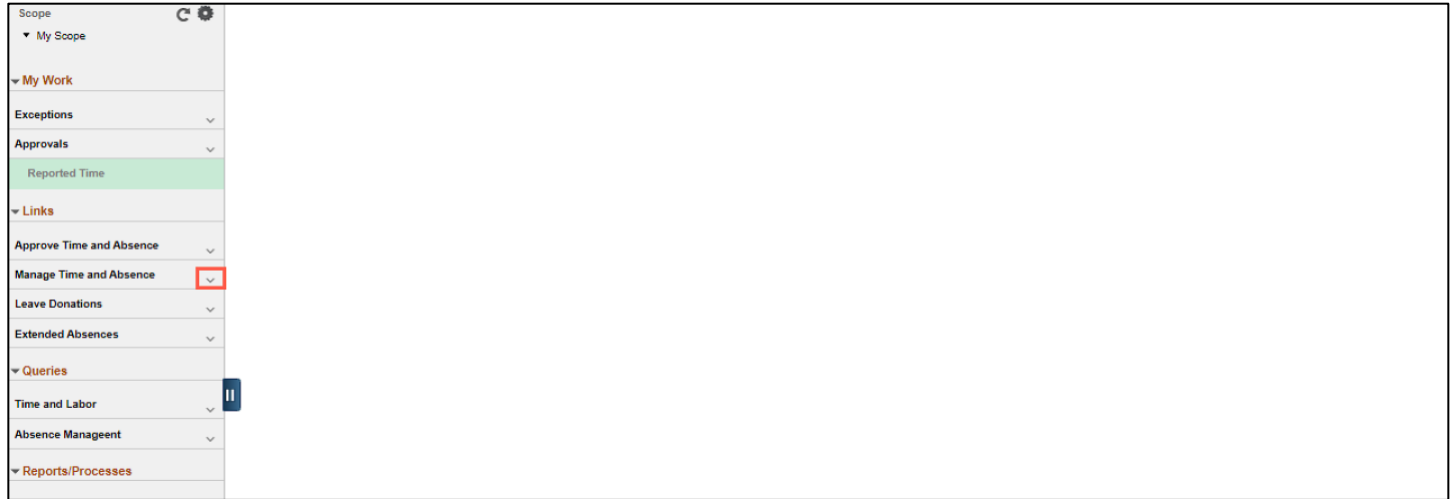
**Screenshots**



**Time and Absence Workcenter** provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

**Step 3:** Click the **Manage Time and Absence** drop-down arrow.



## University of South Carolina Absence Management – MSS View Absence Requests

**Step 4:** Click the **View Absence Requests** tab.

**Step 5:** To search for an employee, click in the **EMPL ID** field and enter the employee's USCID.

**Step 6:** Click the **Search** button.

**Step 7:** Click the **Employee line**.



Scope

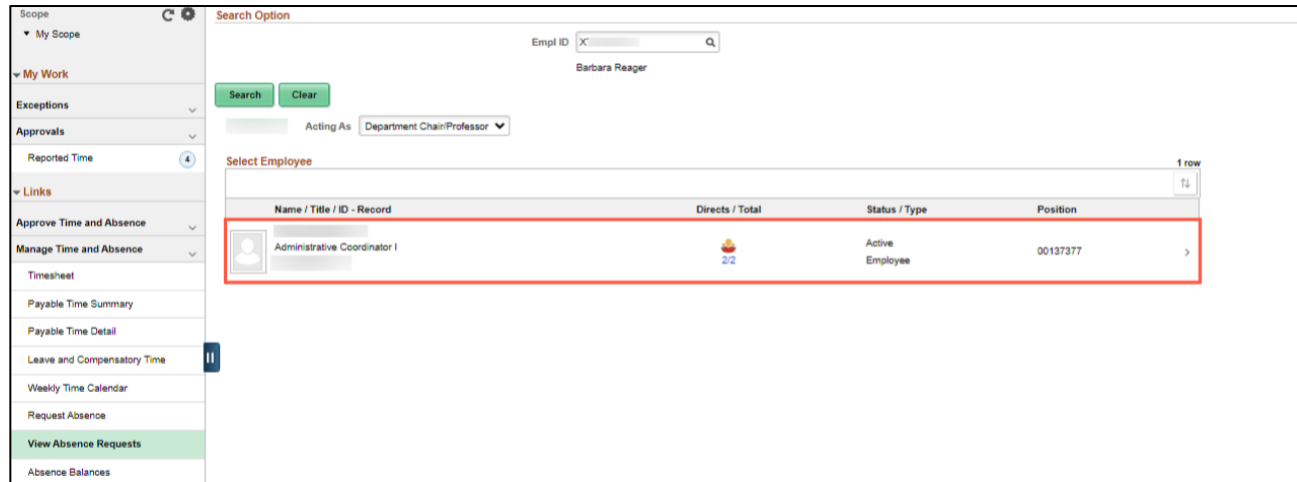
- My Scope
- My Work
- Exceptions
- Approvals
- Reported Time
- Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests**
- Absence Balances

Search Option

Empl ID X:

**Search** **Clear**

Acting As Department Chair/Professor



Scope

- My Scope
- My Work
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Search Option



Empl ID X:

Barbara Reager

**Search** **Clear**

Acting As Department Chair/Professor

Select Employee 1 row

Name / Title / ID - Record	Directs / Total	Status / Type	Position
 Administrative Coordinator I	 2/2	Active Employee	00137377


## University of South Carolina Absence Management – MSS View Absence Requests

The View Request page provides a list of the employee’s absence requests.

**Step 8:** Click a specific request to view the details.

Scope

- ▼ My Scope
- ▼ My Work
- Exceptions
- Approvals
- Reported Time 4
- ▼ Links
- Approve Time and Absence
- Manage Time and Absence
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- ▼ Queries
- Time and Labor
- Absence Management
- ▼ Reports/Processes



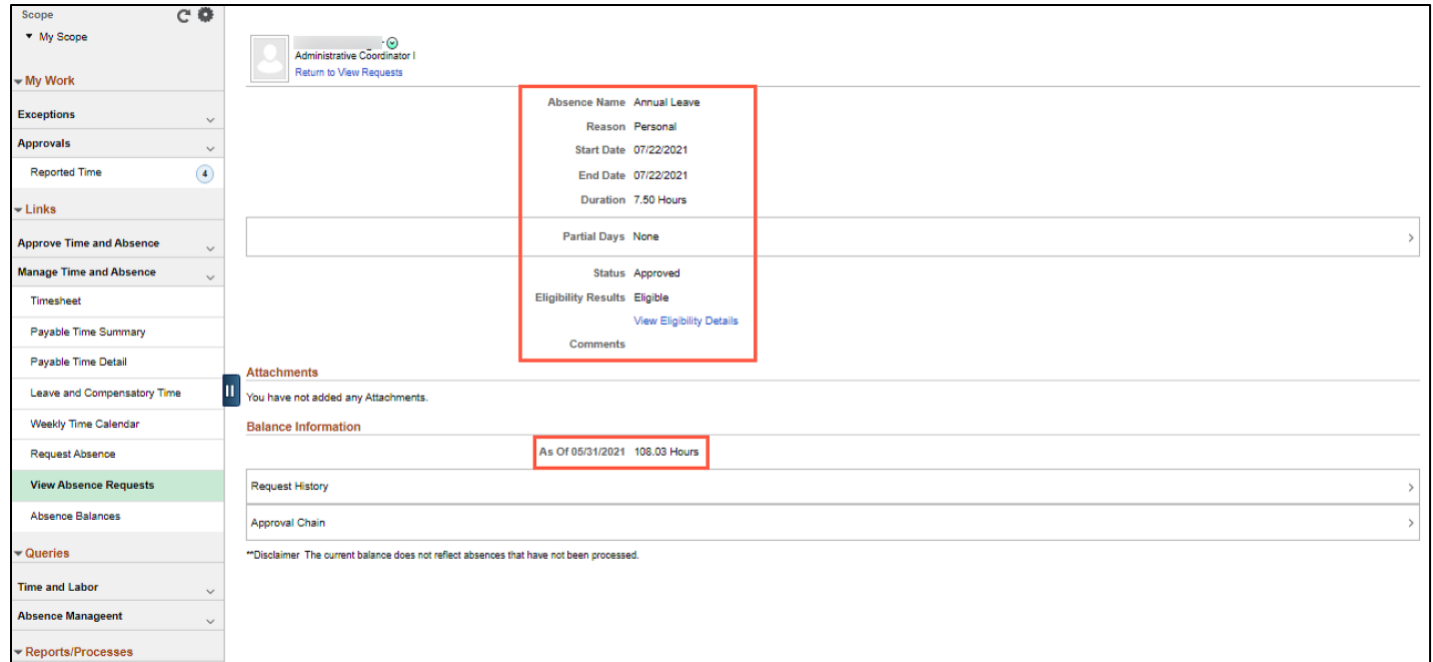
Administrative Coordinator I  
[Return to Select Employee](#)

**View Requests** 6 rows

Annual Leave Approved Manager Absence Request Eligible	07/22/2021 7.5 Hours	>
Annual Leave Approved Manager Absence Request Eligible	06/25/2021 7.5 Hours	>
Annual Leave Submitted Eligible	06/23/2021 7.5 Hours	>
Sick Leave Cancel In Progress Eligible	06/01/2021 3 Hours	>
Annual Leave Approved Eligible	05/28/2021 3.75 Hours	>
Sick Leave Approved Eligible	05/28/2021 3.75 Hours	>

**Step 9:** On the details page you can view:

- Absence Name
- Reason
- Start and End Date
- Duration
- Status
- Eligibility Results
- Cancel Details if applicable (this request has been canceled and waiting for manager approval).
- Balance Information



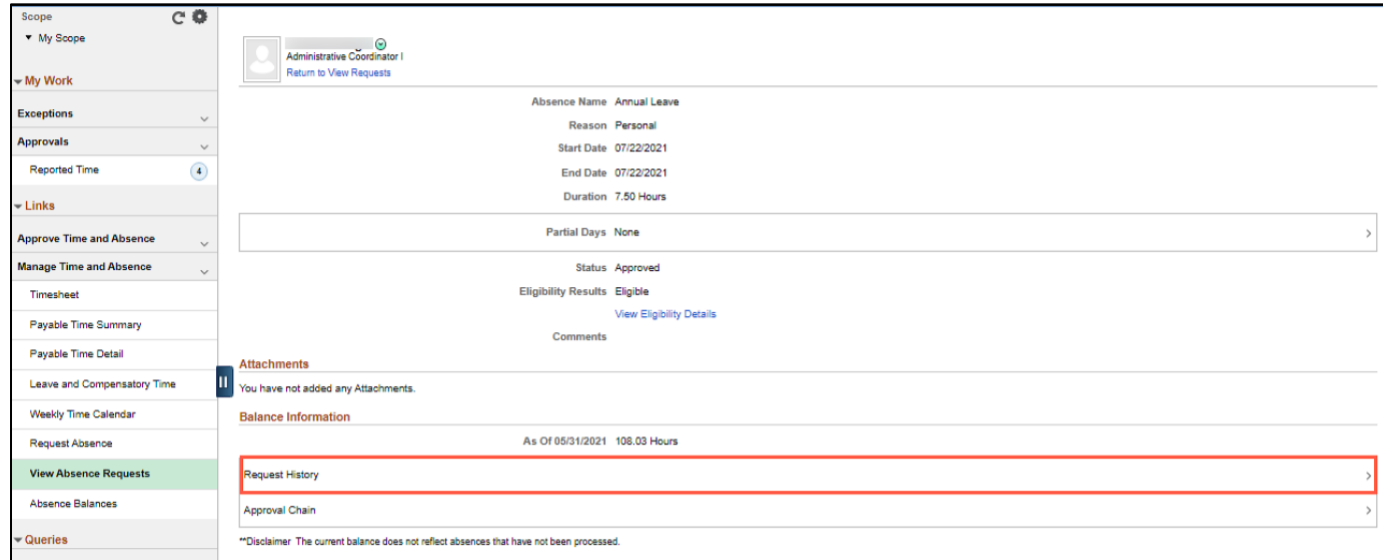
The screenshot displays the 'View Absence Requests' interface. On the left is a navigation menu with categories like 'My Work', 'Links', and 'Queries'. The main content area shows details for an 'Annual Leave' request. A red box highlights the following information:

Absence Name	Annual Leave
Reason	Personal
Start Date	07/22/2021
End Date	07/22/2021
Duration	7.50 Hours
Partial Days	None
Status	Approved
Eligibility Results	Eligible
Comments	<a href="#">View Eligibility Details</a>

Below this, the 'Balance Information' section shows a red box around the text: 'As Of 05/31/2021 108.03 Hours'. Other sections include 'Attachments' (empty), 'Request History', and 'Approval Chain'. A disclaimer at the bottom states: '\*\*Disclaimer: The current balance does not reflect absences that have not been processed.'

## University of South Carolina Absence Management – MSS View Absence Requests

**Step 10:** Click **Request History**.



The screenshot shows the 'View Absence Requests' page. On the left sidebar, 'View Absence Requests' is highlighted in green. The main content area displays details for an 'Annual Leave' request, including 'Reason: Personal', 'Start Date: 07/22/2021', 'End Date: 07/22/2021', and 'Duration: 7.50 Hours'. Below this, there is a 'Request History' link highlighted with a red box. Other sections include 'Attachments', 'Balance Information' (As Of 05/31/2021: 106.03 Hours), and 'Approval Chain'.

**Step 11:** On the **Request History** page, you can follow the status of the request.

The employee is the requestor, and the Manager or TL/ABS Approver is the Approver.

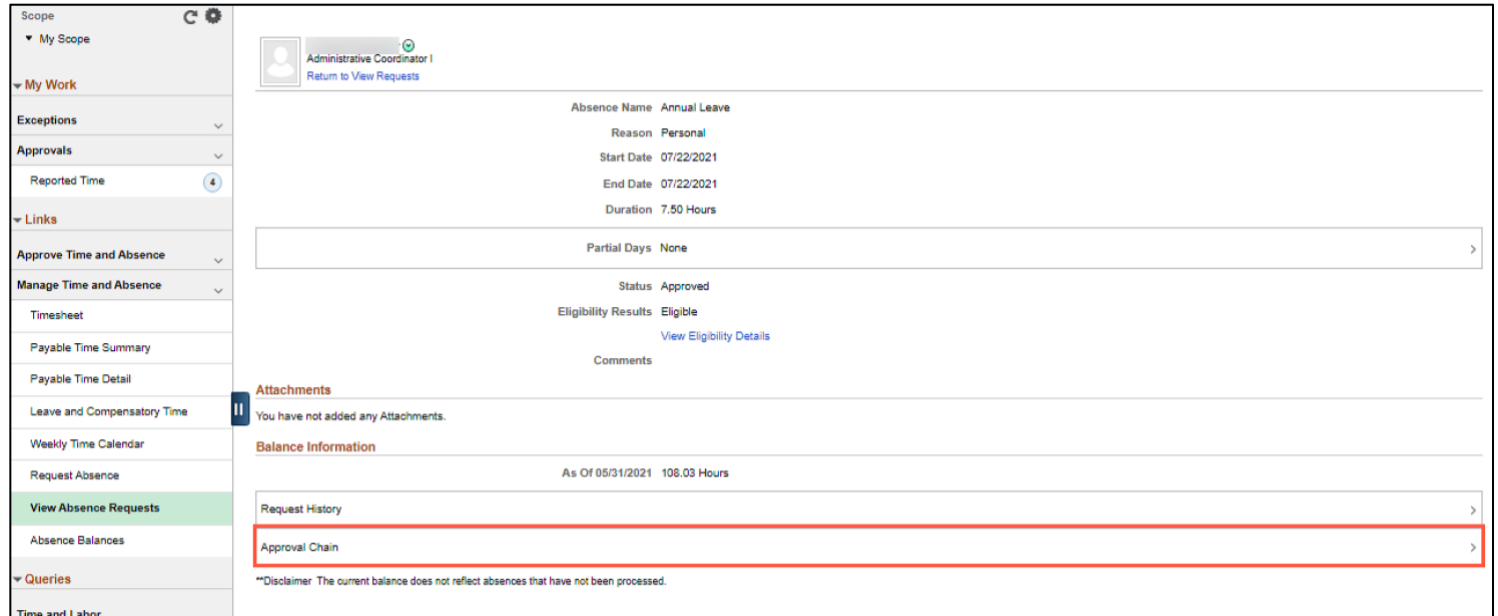
**Step 12:** Click the **X** to close the Request History page and return to the Details page.



The 'Request History' modal window displays two entries. The first entry is a 'Submitted Absence Request' with a 'Requestor' field highlighted in red. The second entry is an 'Approved Absence Request' with an 'Approver' field highlighted in red. Both entries show a date of '06/10/2021'. A red box highlights the close button (X) in the top right corner of the modal.

## University of South Carolina Absence Management – MSS View Absence Requests

**Step 13:** Click **Approval Chain**.



Scope

- My Scope
- My Work
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- Request Absence
- View Absence Requests**
- Absence Balances
- Queries
- Time and Labor

Administrative Coordinator I  
[Return to View Requests](#)

Absence Name: Annual Leave  
Reason: Personal  
Start Date: 07/22/2021  
End Date: 07/22/2021  
Duration: 7.50 Hours

Partial Days: None

Status: Approved  
Eligibility Results: Eligible  
[View Eligibility Details](#)

Comments

**Attachments**  
You have not added any Attachments.

**Balance Information**  
As Of 05/31/2021 108.03 Hours

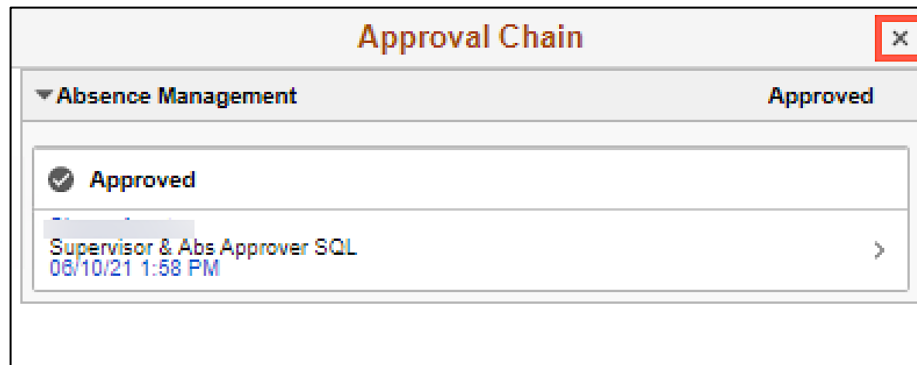
Request History

**Approval Chain**

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

**Step 14:** On the **Approval Chain** page, you view where the request is in the approval process.

**Step 15:** Click the **X** to close the Approval Chain page and return to the details page.



**Approval Chain** ✕

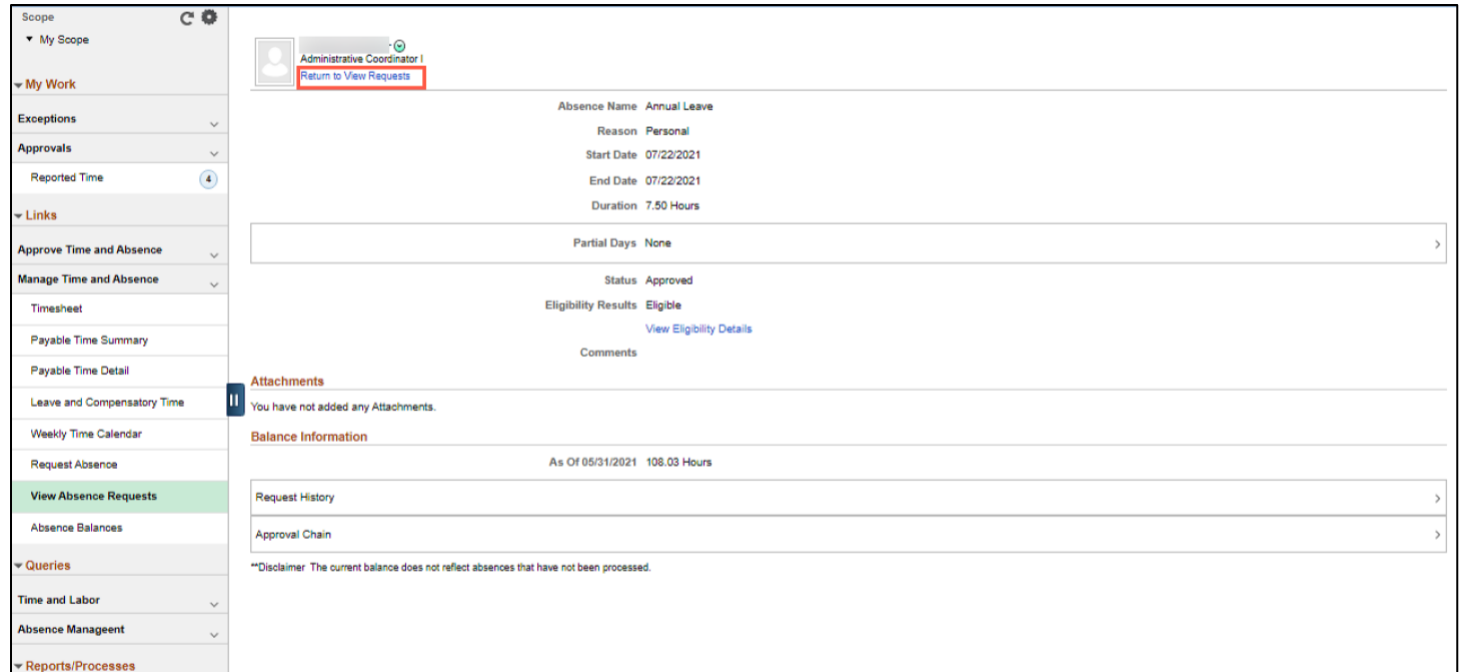
▼ Absence Management Approved

✓ **Approved**

Supervisor & Abs Approver SQL  
06/10/21 1:58 PM

## University of South Carolina Absence Management – MSS View Absence Requests

**Step 16:** Click the **View Requests** tab to return to the View Requests page.



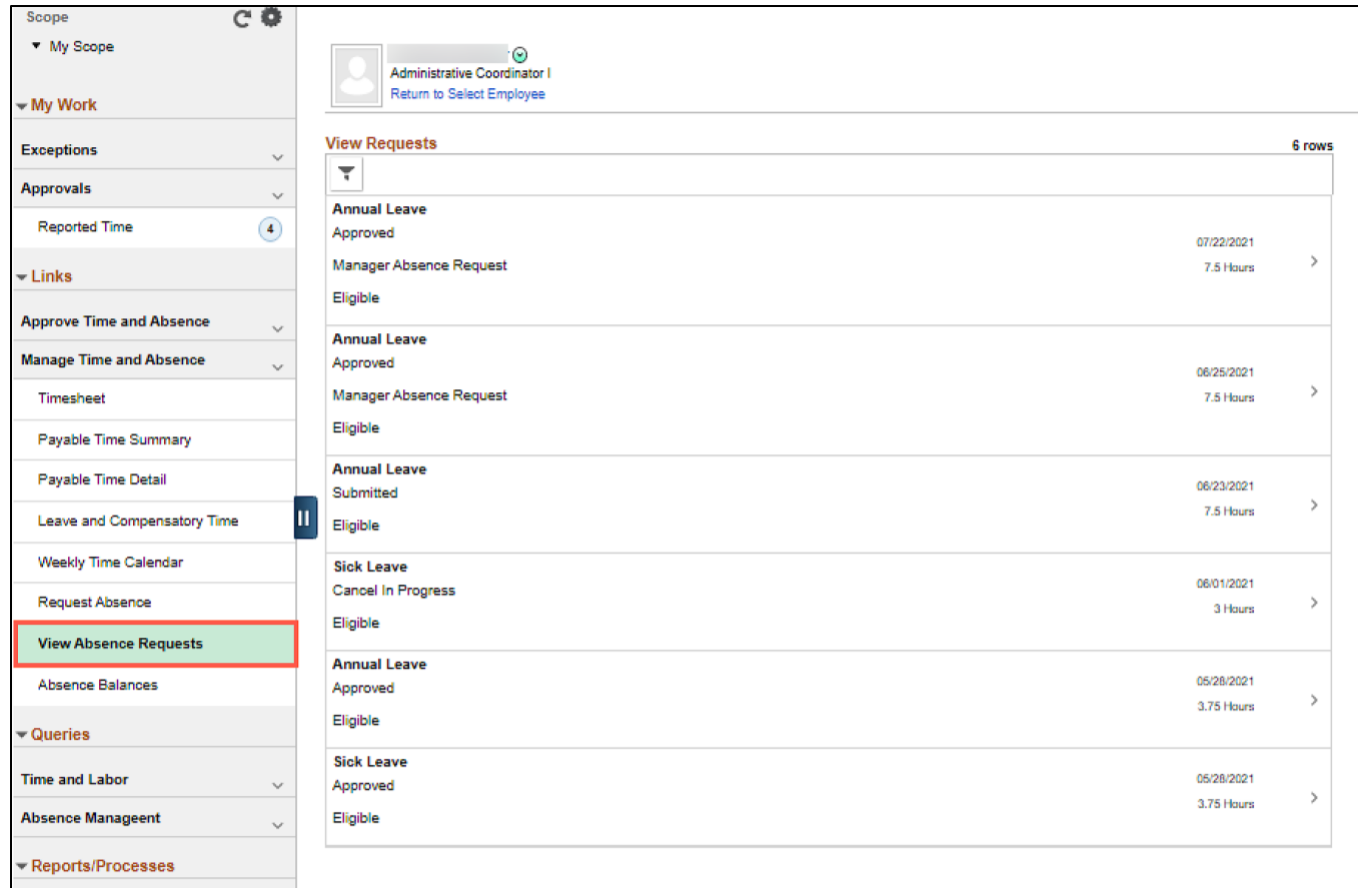
The screenshot displays the 'View Absence Requests' page in the MSS system. The left-hand navigation pane includes sections for 'My Work', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Queries', 'Time and Labor', and 'Reports/Processes'. The 'View Absence Requests' option is currently selected and highlighted in green. The main content area shows the details of a specific absence request for an 'Administrative Coordinator I'. A red rectangular box highlights the 'Return to View Requests' link located in the top right corner of the main content area, next to the user's profile picture. The absence details include: Absence Name: Annual Leave; Reason: Personal; Start Date: 07/22/2021; End Date: 07/22/2021; Duration: 7.50 Hours; Partial Days: None; Status: Approved; Eligibility Results: Eligible. Below these details are sections for Attachments (with a message: 'You have not added any Attachments.'), Balance Information (As Of 05/31/2021: 108.03 Hours), Request History, and Approval Chain. A disclaimer at the bottom states: '\*\*Disclaimer: The current balance does not reflect absences that have not been processed.'



**Step 17:** Select another request to view or click the **Time** tab to return to the Time Self Service page where you can continue to enter, request and/or view time and absence information.

**Step 18:** Click the **View Absence Requests** tab to search for another employee or move on to another task that you need to complete within the Time and Absence Workcenter.

You successfully learned how to view absence requests for an employee.



The screenshot displays the 'View Absence Requests' interface. On the left is a navigation sidebar with the following categories:

- Scope
  - My Scope
- My Work
  - Exceptions
  - Approvals
  - Reported Time
- Links
  - Approve Time and Absence
  - Manage Time and Absence
  - Timesheet
  - Payable Time Summary
  - Payable Time Detail
  - Leave and Compensatory Time
  - Weekly Time Calendar
  - Request Absence
  - View Absence Requests** (highlighted with a red box)
  - Absence Balances
- Queries
  - Time and Labor
  - Absence Management
- Reports/Processes

The main content area shows the user profile for 'Administrative Coordinator I' and a table of absence requests. The table is titled 'View Requests' and indicates '6 rows'. The requests are as follows:

Request Type	Status	Date	Hours	Action
Annual Leave	Approved	07/22/2021	7.5 Hours	>
Manager Absence Request	Eligible			
Annual Leave	Approved	06/25/2021	7.5 Hours	>
Manager Absence Request	Eligible			
Annual Leave	Submitted	06/23/2021	7.5 Hours	>
Manager Absence Request	Eligible			
Sick Leave	Cancel In Progress	06/01/2021	3 Hours	>
Manager Absence Request	Eligible			
Annual Leave	Approved	05/28/2021	3.75 Hours	>
Manager Absence Request	Eligible			
Sick Leave	Approved	05/28/2021	3.75 Hours	>
Manager Absence Request	Eligible			