Approving Absence Requests and Cancellations

What's Covered: How to approve, deny, or push back an employee’s absence requests and absence cancellation requests.

Reporting and Approving Deadlines

| Deadline for weekly employees is Friday at 2:30 p.m.* |
| Deadline for bi-weekly employees is Friday at 3:30 p.m. |

Take action on PeopleSoft emails you receive:
- Reminder to approve time and absences – Friday, 10 a.m.
- Email alert that employees have time awaiting approval (if applicable).
- Email alert that employees have not reported time for the week (if applicable).

Review and approve your employees’ hours. If an employee made mistakes, contact your department’s Time/Absence Adjustor for assistance. If an employee failed to report hours by Friday, contact the employee and request that he/she enter his/her time.

For information on time and absence reporting policy, information about benefits and compensation, and links to the personnel manual and union contracts go to: http://hr.harvard.edu.

* Please follow your local tub’s/unit’s deadlines if they differ from the recommended timeframes. Adhering to these deadlines will prevent the need for an Administrator to void and recreate the absence request.

Approving an Absence Request and Cancellation Requests

Navigation: Self Service>Approvals >Pending Approvals

When you access the Pending Approvals page, all submitted absences requests and absence cancellation requests that are waiting for your approval are displayed.

Note: The employees listed on this page include the employees in your group, as well as any other group for which you are a back-up approver. Therefore, it is important to know which employees’ requests you need to approve on a regular basis, versus those you approve only as a back-up approver.

Steps

1. To work through a list by employee, change the View from Type to From.
2. With the names now on the left side menu, click the employee’s name.

3. Click the row of the absence request or absence cancellation request you are approving.

   
ea. Absence request, click the appropriate button:
      • **Approve** to process the absence.
      • **Deny** to refuse the request (only deny if the absence will not occur once denied, it cannot be reprocessed using the same Start and End date and Absence Type.)
      • **Push Back** to send the request back to the employee to edit and re-submit.

      If you need to validate absence balance prior to approval (e.g., VAC and SICK requests), click the **Forecast Balance** button and review the forecast results.
      - ELIGIBLE – calculated forecasted balance is greater than or equal to zero.
      - INELIGIBLE – calculated forecasted balance is less than zero*

   b. Absence cancellation requests, click the appropriate button:
      • **Approve** to process the absence.
      • **Deny** to refuse the request (only deny if the absence will not occur once denied, it cannot be reprocessed using the same Start

5. On the **Approve** pop-up, add optional comments (not required), and the click **Submit**.
6. Repeat steps for all of your employees.

* Forecasting does not prevent managers from approving Vacation and/or Sick time requests that are returned as "INELIGIBLE." These requests can be approved per local business policies. The tool simply alerts managers, based on future absence requests and accruals, that the employee has not accrued enough time to cover the absence they are requesting.