**Approve or Reject an Absence Request**

This guide describes how to approve or reject an absence in Oracle. Additional Resources:

Walkthroughs:
- 1.0 Navigation Path
- 2.0 Approve Absence Request
- 3.0 Reject Absence Request

Audience: managers, timesheet approvers, proxies, super users

Please note: There are multiple ways for a supervisor to open a time card. This guide describes one method, but you may use whichever method best suits your needs.

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.0 Navigation Path</strong></td>
<td>Getting Started</td>
</tr>
</tbody>
</table>

Approving and Rejecting Absence requests should be done through Absence Notifications. You should receive an email notification upon the submission of an Absence request and there is also a notification to the Bell icon in HCM. We encourage you to approve or reject from the most recent notification to prevent additional notifications being sent.

- **Email:**
  Absence approval request messages will be titled: Action Required: Approval of CTO/SLR for .... The message will include the Start Date, End Date, and Duration in Hours. You may take action directly from the email message.
  Choose Approve, Reject, or Request More Info

<table>
<thead>
<tr>
<th>Absence Request Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Absence Type</strong></td>
</tr>
<tr>
<td><strong>Absence Reason</strong></td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td><strong>End Date</strong></td>
</tr>
<tr>
<td><strong>Duration</strong></td>
</tr>
<tr>
<td><strong>Comments</strong></td>
</tr>
</tbody>
</table>

Another email message will open with an Oracle cloud address in the "To" field that will automatically trigger the action once you send the email.
➢ Bell Notification:
   Navigation Path: Home Screen > Bell Notification
   From the home screen:
   - Locate the “Bell” notification icon on the top right corner

- Click the “Bell” to review the “Notifications” screen.
  Note: This screen will only show the most recent, but not all notifications.

- To view all notifications, click “Show All”

- Click on the link in a notification to open the absence request.
2.0 Approve Absence Request

Approve Absence Request

To approve your employee’s absence request:

- Carefully review the dates and durations being requested.

```
Absence Request Approval
CCEmployee1  rpt to CCManager1 (CC Employee 1)
From 27-Feb-2020 to 27-Feb-2020
Total Duration 7.5 Hours
```

```
Absence Request Details

<table>
<thead>
<tr>
<th>Absence Type</th>
<th>Personal Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Reason</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td>27-Feb-2020 12:00 AM</td>
</tr>
<tr>
<td>End Date</td>
<td>27-Feb-2020 11:59 PM</td>
</tr>
<tr>
<td>Duration</td>
<td>7.5 Hours</td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
</tbody>
</table>
```

- Click “Approve.”

```
Actions ▼ Approve Reject
```

Note: It is not necessary to use “Actions.” Both Approve and Reject enable you to add a comment without taking extra steps.

- You will be prompted to add a comment.
3.0 Reject Absence Request

Reject Absence Request

To reject your employee’s absence request, first add a comment to provide context for the decision:

- Click on “Reject” on the top right.

- You will be prompted to add a comment.
● Click “Submit”