

Approve or Reject an Absence Request

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


Walkthroughs:

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

Audience: managers, timesheet approvers, proxies, super users

Additional Resources:

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.

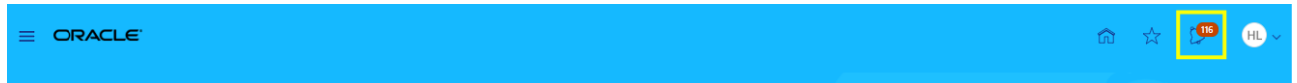
| Process Step & Description | Action | | | | | | | | | | | | |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----|----------------|--|------------|----------------------|----------|----------------------|----------|-------------|----------|--|
| <p>1.0 Navigation Path</p> | <p>Getting Started</p> <p>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.</p> <ul style="list-style-type: none"> ➤ 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 <div style="text-align: center; margin: 10px 0;">  </div> <p>Absence Request Details</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr><td>Absence Type</td><td>CTO</td></tr> <tr><td>Absence Reason</td><td></td></tr> <tr><td>Start Date</td><td>27-May-2022 12:00 AM</td></tr> <tr><td>End Date</td><td>31-May-2022 11:59 PM</td></tr> <tr><td>Duration</td><td>23.25 Hours</td></tr> <tr><td>Comments</td><td></td></tr> </table> <p>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.</p> | Absence Type | CTO | Absence Reason | | Start Date | 27-May-2022 12:00 AM | End Date | 31-May-2022 11:59 PM | Duration | 23.25 Hours | Comments | |
| Absence Type | CTO | | | | | | | | | | | | |
| Absence Reason | | | | | | | | | | | | | |
| Start Date | 27-May-2022 12:00 AM | | | | | | | | | | | | |
| End Date | 31-May-2022 11:59 PM | | | | | | | | | | | | |
| Duration | 23.25 Hours | | | | | | | | | | | | |
| Comments | | | | | | | | | | | | | |

➤ **Bell Notification:**

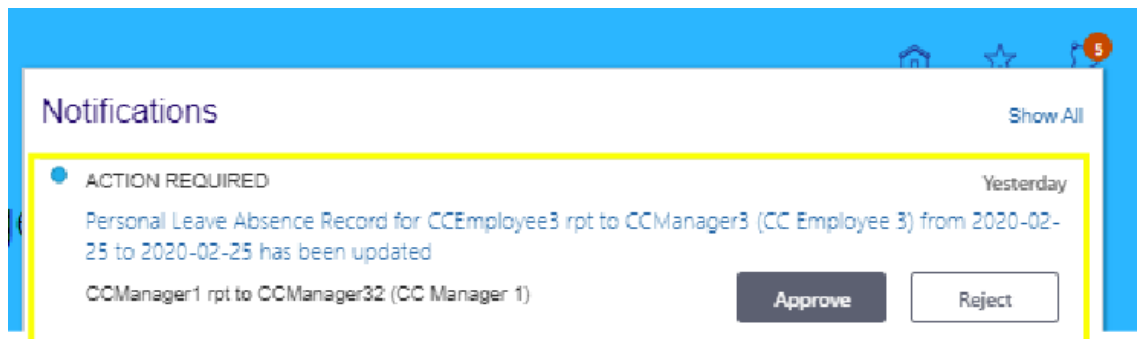
Navigation Path: Home Screen > Bell Notification

From the home screen:

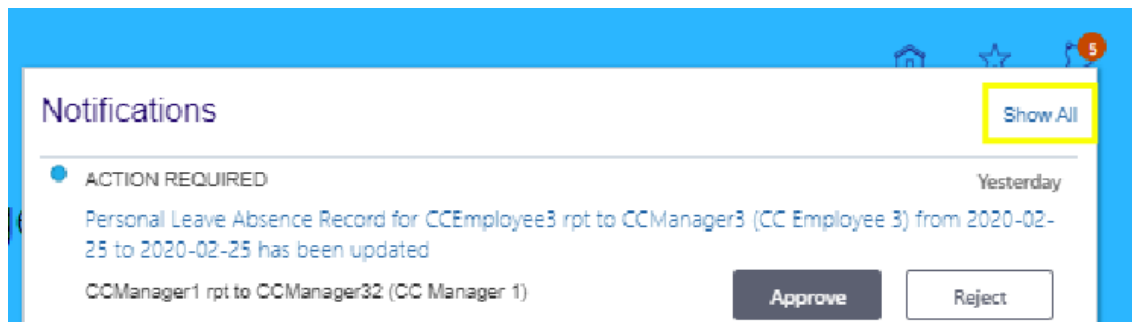
- Locate the “Bell” notification icon on the top right corner



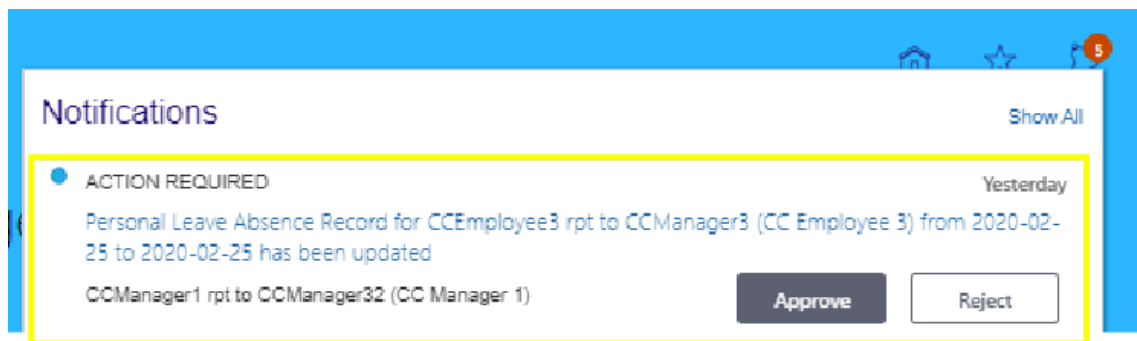
- Click the “Bell” to review the “Notifications” screen.
Note: This screen will only show the most recent, but not all notifications.



- 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

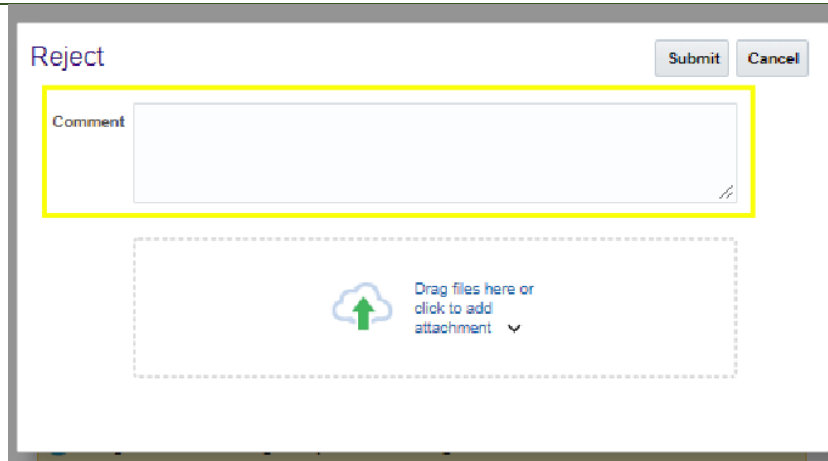
| | |
|----------------|----------------------|
| Absence Type | Personal Leave |
| Absence Reason | |
| Start Date | 27-Feb-2020 12:00 AM |
| End Date | 27-Feb-2020 11:59 PM |
| Duration | 7.5 Hours |
| Comments | |

- 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.



- Click “Submit”

3.0 Reject Absence Request

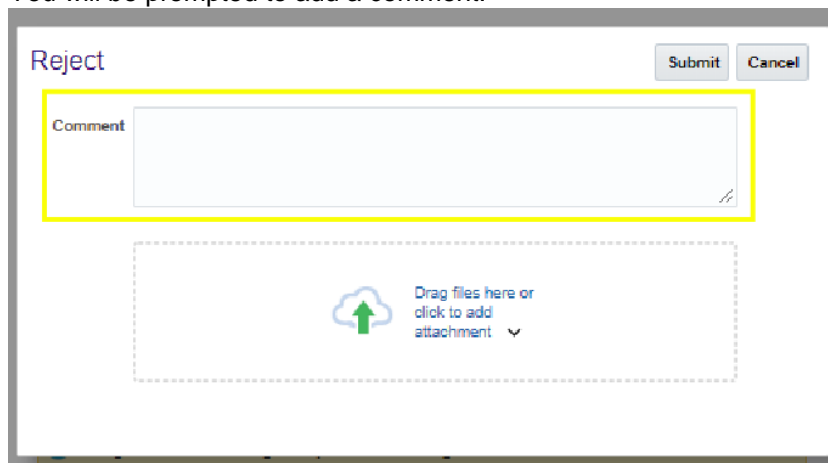
Reject Absence Request

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

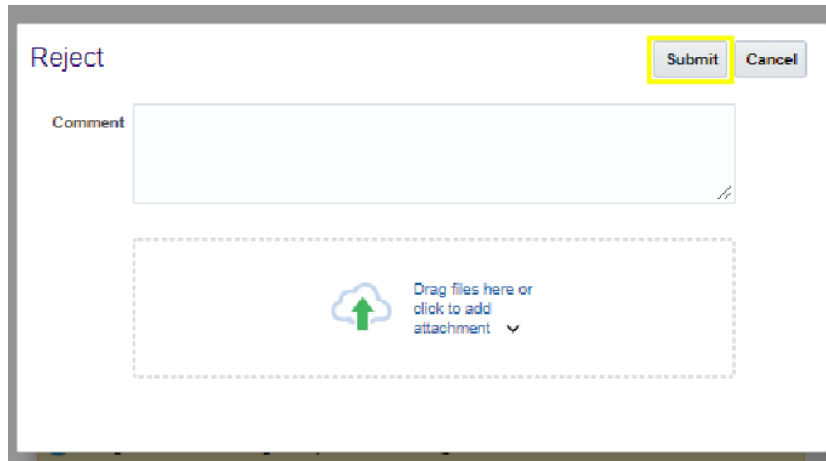
- Click on “Reject” on the top right.



- You will be prompted to add a comment.



- Click "Submit"



The screenshot shows a dialog box titled "Reject". At the top right, there are two buttons: "Submit" (highlighted with a yellow border) and "Cancel". Below the title, there is a text input field labeled "Comment". At the bottom of the dialog, there is a dashed rectangular area containing a green cloud icon with an upward-pointing arrow and the text "Drag files here or click to add attachment" with a small downward-pointing arrow.