How Do I Process Multiple Absence Requests?

Navigation

1. Log into OneUSG Connect.

2. From **Manager Self Service** click the **Team Time** tile.

3. Select **Multiple Absence Requests**.

4. On the **Multiple Absence Requests** page, click an **Employee's Name** to view the details for that absence request. Click **OK** when finished viewing.

5. **Select** the absence requests you want to process together (all requests must have the same approval action). Or, to process all pending requests, click the **Select All** link.

6. Enter any **comments** you wish to include. These comments will save to each absence request you are processing at the same time.

7. Click the desired action button displayed at the top of the page:

   a. **Approve**: authorizes the employee absence

   b. **Deny**: rejects the employee absence request

   c. **Pushback**: returns the absence request to the originator for updates or revisions

8. Click **Yes** when asked if you wish to act on the selected absence requests.

9. Click **OK** when you receive the message the selected requests were processed.

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