Time/Absence MSS Dashboard – Absence Request

Time and Absence MSS dashboard can be found on the Manager Time and Absence Tile by selecting Manager Self Service from the dropdown list in the upper left corner at my.wisconsin.edu.

The Absence Request section displays all pending Absence Requests for a Manager, based upon information in the search criteria section, but does not filter on date range.

**Reviewing Information**

1. To see information about a request, click on the employee's name, request details page will appear
   - Review or add a comment
   - Approve or push back the request
   - The return button takes you back to the dashboard without taking an action

2. To see additional information for all employees on one page, click the View Details hyperlink.

**Alert – Exceeds Current Absence Balance**

1. If an employee's absence request will result in a negative balance, a warning sign will appear in the Alert column.
   **NOTE:** This does not prevent you from approving the request

**Approve Request**

1. Put a check mark next to the employee name(s) to take action on.

2. Click Approve

3. The requests will be removed from the list.