Time/Absence MSS Dashboard – Absence Request

Time and Absence MSS dashboard can be found through the Time/Absence Dashboard icon on the MyUW Manager portal tile.

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.