

# 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

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

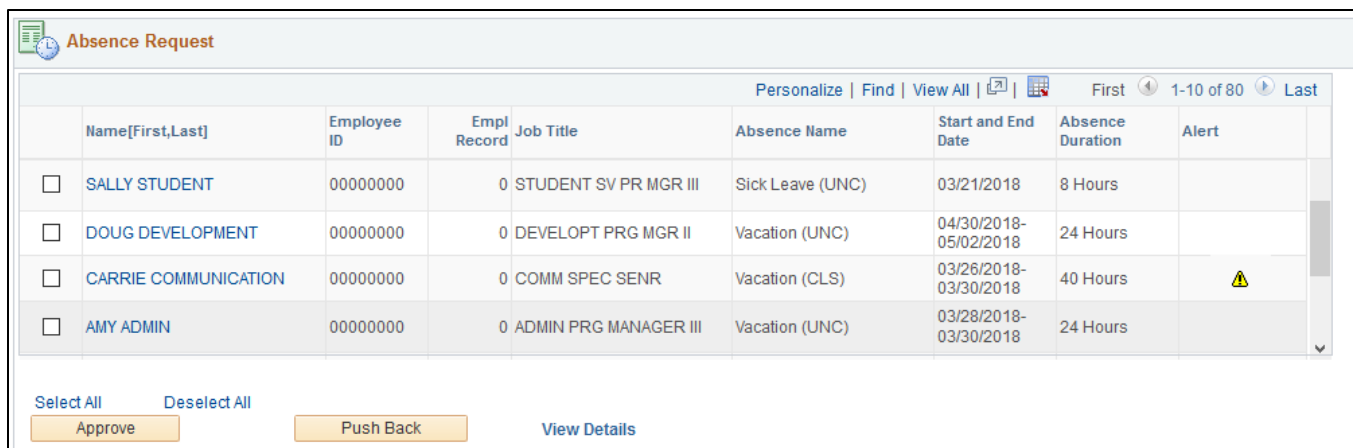
## Alert – Exceeds Current Absence Balance

- 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

- Put a check mark next to the employee name(s) to take action on.
- Click Approve
- The requests will be removed from the list.



The screenshot shows the 'Absence Request' dashboard interface. At the top, there are navigation options: 'Personalize | Find | View All | [Print] | [Refresh]'. Below this is a table with columns: Name[First,Last], Employee ID, Empl Record, Job Title, Absence Name, Start and End Date, Absence Duration, and Alert. The table contains four rows of data. The third row, for 'CARRIE COMMUNICATION', has a yellow warning triangle in the Alert column. Below the table are buttons for 'Select All', 'Deselect All', 'Approve', 'Push Back', and 'View Details'.

	Name[First,Last]	Employee ID	Empl Record	Job Title	Absence Name	Start and End Date	Absence Duration	Alert
<input type="checkbox"/>	SALLY STUDENT	00000000	0	STUDENT SV PR MGR III	Sick Leave (UNC)	03/21/2018	8 Hours	
<input type="checkbox"/>	DOUG DEVELOPMENT	00000000	0	DEVELOPT PRG MGR II	Vacation (UNC)	04/30/2018-05/02/2018	24 Hours	
<input type="checkbox"/>	CARRIE COMMUNICATION	00000000	0	COMM SPEC SENR	Vacation (CLS)	03/26/2018-03/30/2018	40 Hours	⚠
<input type="checkbox"/>	AMY ADMIN	00000000	0	ADMIN PRG MANAGER III	Vacation (UNC)	03/28/2018-03/30/2018	24 Hours	