

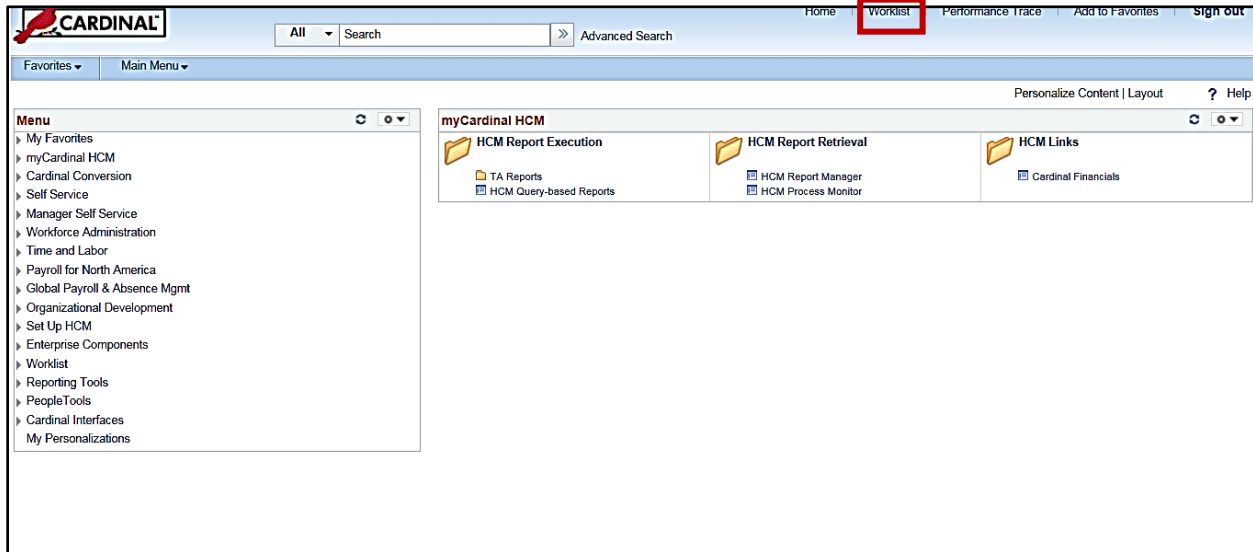


Time & Attendance Job Aid

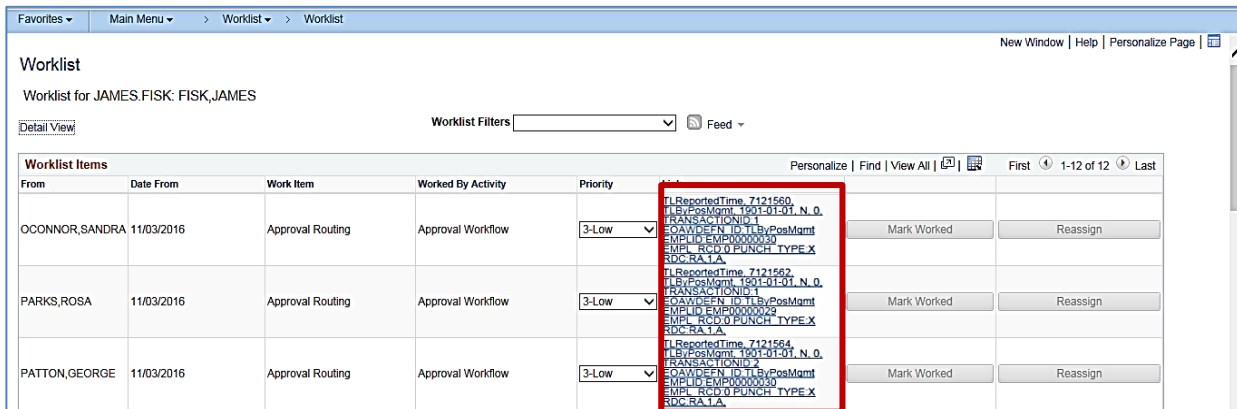
501 TA365 Approving Absence Requests

About Approving Absence Requests

This document provides the step-by-step instructions needed to HCM approve an employee's absence request when it appears on the Worklist.



1 Verify that you are in the **Cardinal HCM** application and click the **Worklist** link located at the top of the page.



2 Select the **Link** for the item you wish to approve. Absences are listed as **TLReportedTime**.



Time & Attendance Job Aid

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Select	Last Name	First Name	Employee ID	Empl Record	Hours to be Approved
<input type="checkbox"/>	PATTON	GEORGE	EMP0000029	0	0.00

- 3 The **Timesheet Summary** page displays. Note the page prefills with the **Empl ID** of the selected employee.
- 4 Click the **Last Name** of the employee.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor
<input type="checkbox"/>	01/12/2017	01/12/2017	Vacation	Vacation		Hours	Details	Cancelled	Approval Monitor
<input type="checkbox"/>	01/13/2017	01/13/2017	Vacation	Vacation		Hours	Details	Needs Approval	Approval Monitor

- 5 Click in the check box located under the **Select** field to approve the absence.
- 6 Scroll to the bottom of the page and click the **Approve** button.

Select	*Start Date	End Date	Absence Name	Reason	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Forecast	Edit
<input type="checkbox"/>	01/20/2017	01/20/2017	Vacation	Vacation	8.00 Hours	Hours	Details	Approved	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	Forecast	Edit

- 7 The **Approve Confirmation** message displays. Click the **OK** button.
- 8 The absence **Status** indicates **Approved**.