

How to Approve / Reject an Absence Request

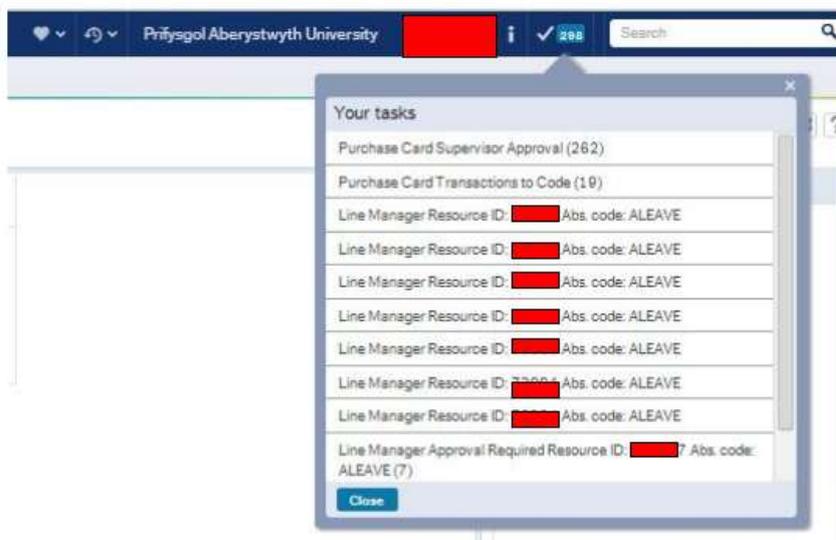
A line manager is required to approve absence requests. To do this you will firstly receive an email notification from the system. Click on the link to access self-service

Rydych wedi derbyn cais gwyliau blynyddol trwy hunan- wasanaeth , os gwelwch yn dda fewngofnodi i ABW at y broses.

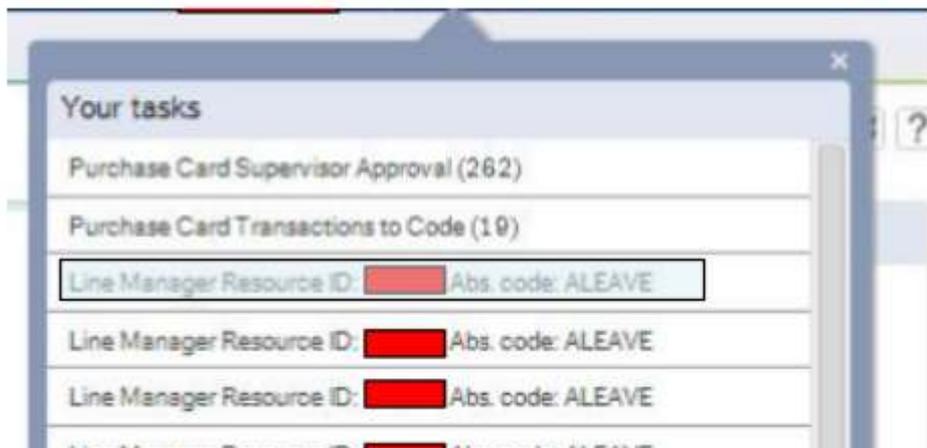
You have received an annual leave request via self-service, please log in to ABW to process.

<https://abw.aber.ac.uk/agressor/>

Login to Self Service and all of your current tasks can be accessed by clicking on the *tick box*



Select the absence approval that you want to view

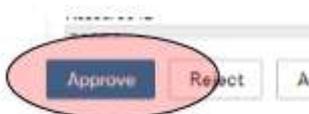


If you have a single instance of absence approval, you can highlight the item and press *approve* or *reject*

To do this press the Simple Mode button



Press *Approve*



You will receive a notification that this workflow has been actioned

✓ The item is successfully processed. There are no more items to process.

If you have multiple entries that you want to action with **the same value**, select the *Simple Mode* button

The screenshot shows two instances of the 'Absences' management interface. The top instance is in 'Simple mode', with the 'Simple mode' button circled in red. Below it, the 'Absence entry' section shows the 'Approve' button circled in red. The bottom instance is in 'Advanced mode', with the 'Advanced mode' button circled in red. Both instances show a table of absence entries with columns: Map, Action, Workflow state, Resource ID, Absence c..., Position, Absence re..., Date from, and Date to. The 'Resource ID' column in both tables is redacted with a black box.

Map	Action	Workflow state	Resource ID	Absence c...	Position	Absence re...	Date from	Date to
<input type="checkbox"/>		Workflow in progress	[REDACTED]	LEAVE	International...		22/12/2014	22/12/2014
<input type="checkbox"/>		Workflow in progress	[REDACTED]	LEAVE	International...		02/01/2015	02/01/2015

Absence entry

Approve Reject **Simple mode** Log book Export

Balances

Absences

Map	Action	Workflow state	Resource ID	Absence c...	Position	Absence re...	Date from	Date to
<input type="checkbox"/>		Workflow in progress	[REDACTED]	LEAVE	International...		22/12/2014	22/12/2014
<input type="checkbox"/>		Workflow in progress	[REDACTED]	LEAVE	International...		02/01/2015	02/01/2015

Absence entry

Approve Reject Advanced mode Log book Export

Both absence requests will be **approved**.

You will receive a notification that this workflow has been actioned

✓ The item is successfully processed. There are no more items to process.

If you have multiple entries that you want to action *differently*, press the *Advanced Mode Button* (Please note this is usually the default value)

The screenshot shows the 'Absence entry' section of the interface. The 'Advanced mode' button is circled in red. Other buttons visible are 'Approve', 'Reject', 'Log book', and 'Export'.

Approve Reject **Advanced mode** Log book Export

Use the check box to select the absence dates that you want to *Approve*

Absences			
<input type="checkbox"/>	Map	Action	Workflow state
<input checked="" type="checkbox"/>			Workflow in progress
<input type="checkbox"/>			Workflow in progress
<input checked="" type="checkbox"/>			Workflow in progress

Approve Reject Undo

Press the *Approve Button*

Absences			
<input type="checkbox"/>	Map	Action	Workflow state
<input type="checkbox"/>		Approve	Workflow in progress
<input type="checkbox"/>			Workflow in progress
<input type="checkbox"/>		Approve	Workflow in progress

Approve Reject Undo

NB: the *action* field has been updated.

Select the check box for the dates that you want to *reject*

Absences				
<input type="checkbox"/>	Map	Action	Workflow state	Reso
<input type="checkbox"/>		Approve	Workflow in progress	Lisa Ja
<input checked="" type="checkbox"/>			Workflow in progress	Lisa Ja
<input type="checkbox"/>		Approve	Workflow in progress	Lisa Ja

Approve Reject Undo

Press the *Reject Button*

Absences			
<input type="checkbox"/>	Map	Action	Workflow state
<input type="checkbox"/>		Approve	Workflow in progress
<input type="checkbox"/>		Reject	Workflow in progress
<input type="checkbox"/>		Approve	Workflow in progress

Approve **Reject** Undo

Press the *SAVE* button (you will need to scroll the page down)

Map	Action	Workflow state	Resource ID	Absence co...
<input type="checkbox"/>	Approve	Workflow in progress	[Redacted]	ALEAVE
<input type="checkbox"/>	Reject	Workflow in progress	[Redacted]	ALEAVE
<input type="checkbox"/>	Approve	Workflow in progress	[Redacted]	ALEAVE

Approve Reject Undo

Absence entry

* Absence code
Annual Leave
ALEAVE

* Date to
12/09/2014

Days

Free field 1 100.00

0.90

Details

Save

Once saved, you will receive a notification that the absence workflow has been saved

✓ The item is successfully processed. There are no more items to process.

Once actioned, the employee will receive an e-mail notification of the outcome.