Manager Self Service Job Aid:

Entering Absence on Behalf of your Employee

NOTE: This job aid should be used in conjunction with the Employee Self Service Job Aid: Absence Management

From the **Manager Self Service** homepage, select the *Team Time* tile.
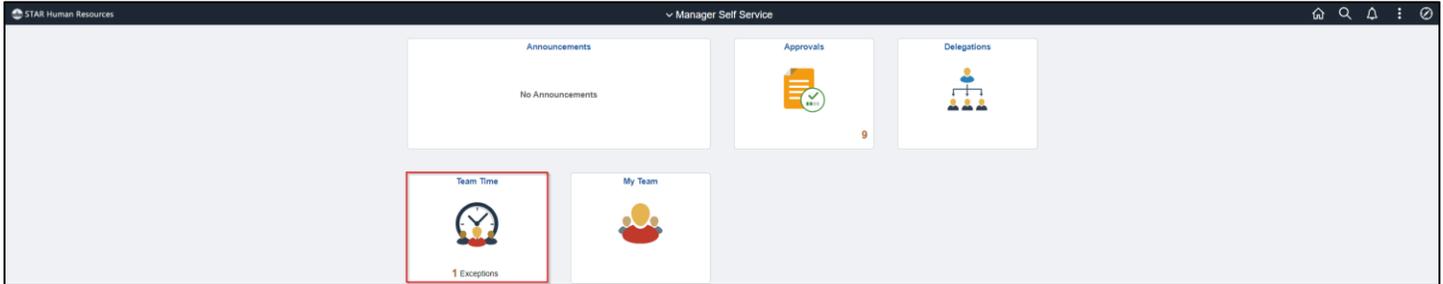
Select the applicable page from the Navigation collection:
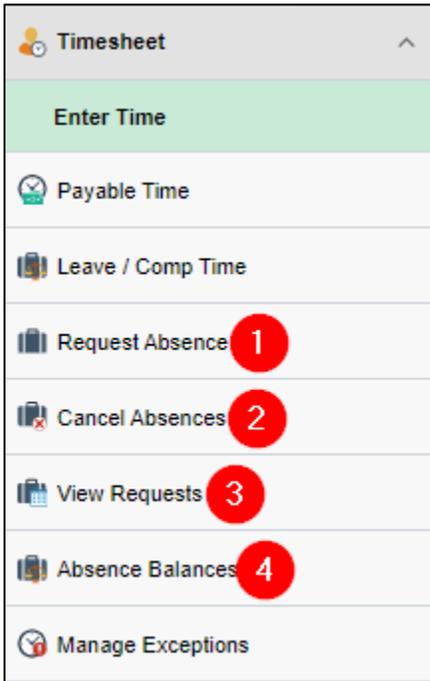
1. To enter an absence for your employee, select *Request Absence* and select your employee. Once your employee is selected follow instructions from **Entering An Absence** in Employee Self Service Job Aid: Absence Management. You do not have the ability to request an absence through your employee's timesheet.
2. To cancel an existing absence for your employee, select *Cancel Absences* and select your employee. Once your employee is selected follow instructions from **Canceling An Absence** in the Absence Entry Quick Guide. You do not have the ability to cancel an absence through your employee's timesheet. If you need to submit a revised absence for your employee, simply follow the instructions in Step 1 to enter like you would a new absence.

3. To review absence history for your employee, select *View Requests* and select your employee. Once your employee is selected you can use the filter button ▼ to view the date range, absence type and/or status you wish to review. You do not have the ability to resubmit a canceled absence on behalf of your employee.

4. To review absence balances for your employee, select *Absence Balances* and select your employee. Once your employee is selected follow instructions from **Absence Balances** in Employee Self Service Job Aid: Absence Management.

Additional Resources

If you have further questions about any of the topics presented in this Job Aid, additional resources are available on the MSS Job Aids page.

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