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.