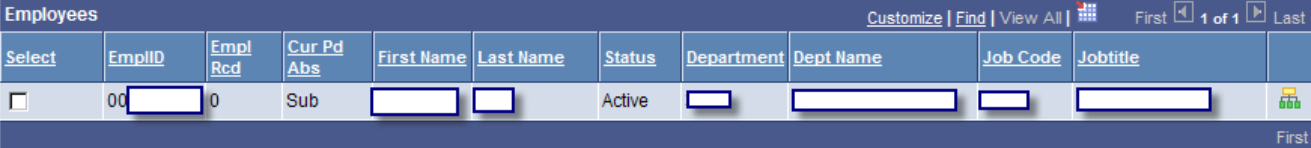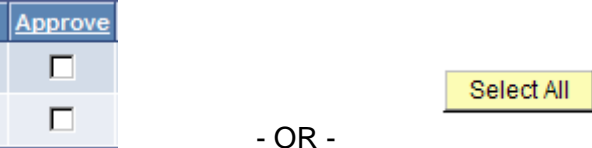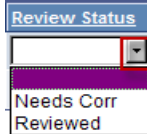# Approve Absences
Manager

Objective: To provide managers a short overview of how to approve absences using Absence Management Manager Self Service in PeopleSoft.

Step	Action
1	Log into PeopleSoft using your LDAP login and password.
2	In the Menu bar, click on **Manager Self Service.**
3	Select **Time Management**
4	Select **Approve Time and Exceptions**
5	Select **Approve Reported Absences**
6	The following view will appear:
7	• Select an employee by clicking the select checkbox • Or click on the "Select All" button to view absences for all employees • Then click on "Continue"
8	Select the approve checkbox to approve the absence for one employee, or click on "Select All" to approve all entries - OR -
9	To change the review status, select from the drop down:
10	Submit the approvals or save the change to review status by clicking "Submit" then "OK" on the Approval Confirmation page

Payroll and Benefits
Last Updated: 5/19/10