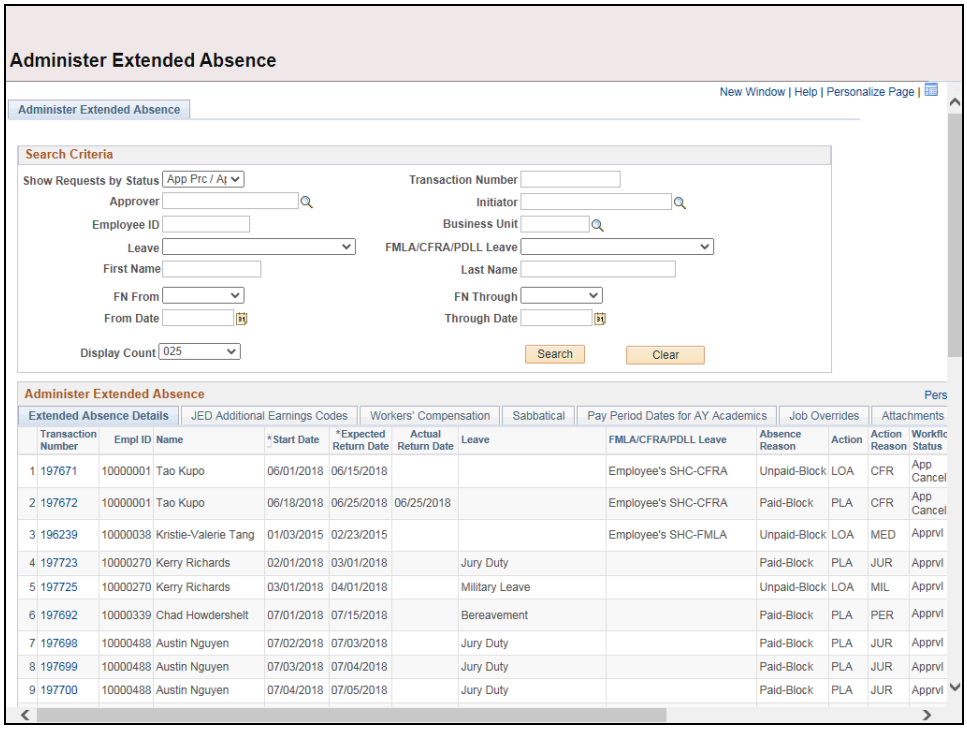
Use this task to approve a leave of absence request.

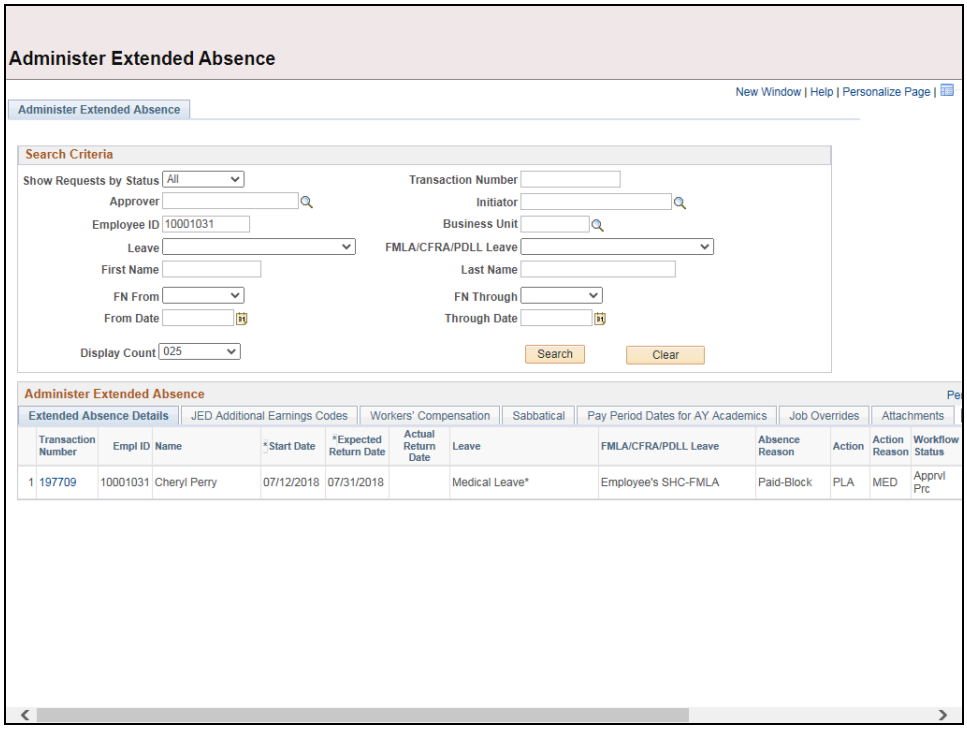
Begin the process by accessing the **Administer Extended Absence** page.

Navigation: Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UC Customizations > **Administer Extended Absence**
OR
Workforce Administration (Homepage) > Absence Administration (Tile) > Extended Absence > **Administer Extended Absence**

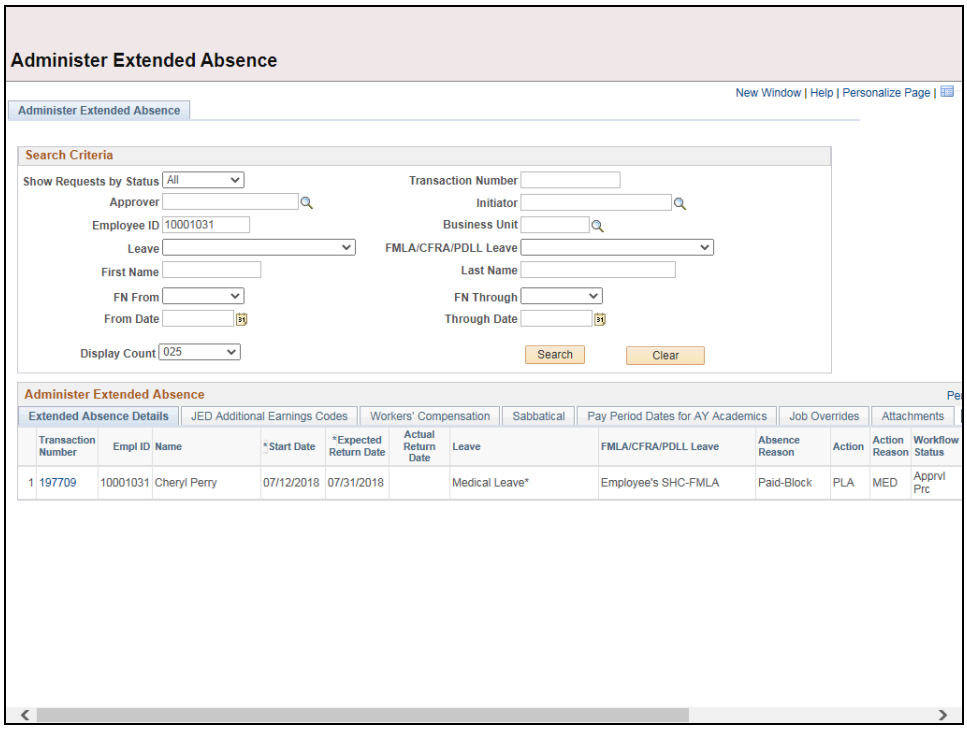


Step	Action
1.	Use the **Administer Extended Absence** page to review extended absence requests according to the **Search Criteria** entered in the header section. For this example, the **Show Request by Status** is set to **App Prc/ App Cancel.** **Note:** The **Display Count** can be updated to show **025**, **050**, **100**, **200** or **ALL Requests** by the status selected.
2.	You can narrow the search results by entering additional **Search Criteria**. In this example, enter the **Employee ID**. Click in the **Employee ID** field.

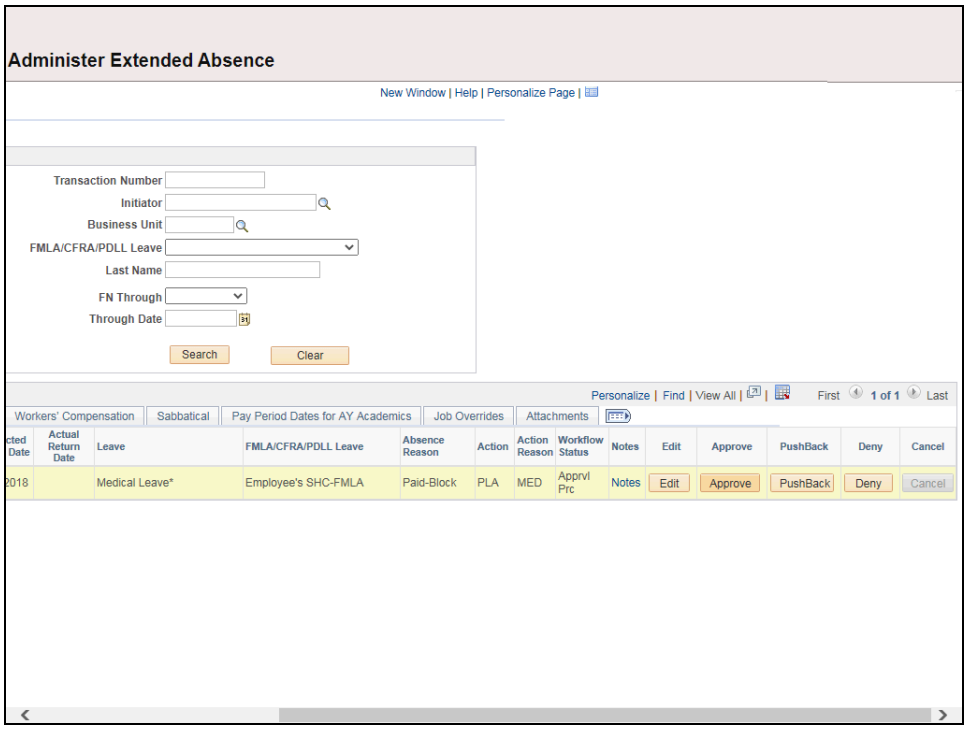
Step	Action
3.	Enter the desired information into the **Employee ID** field. For this example, enter **10001031**.
4.	Click the **Search** button. Search



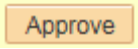
Step	Action
5.	The updated search results appear in the **Administer Extended Absence** section.

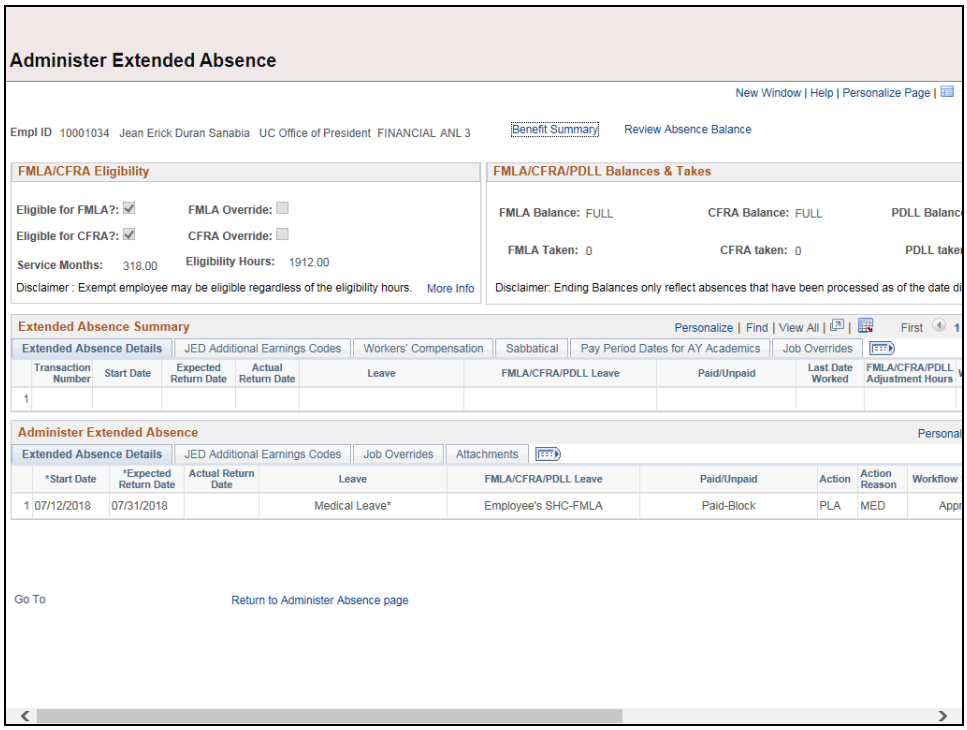


Step	Action
6.	Use the **Transaction Number** link to display and review the extended absence request details.
7.	Click each tab to review the details of the extended absence request.
8.	Click the scroll bar.

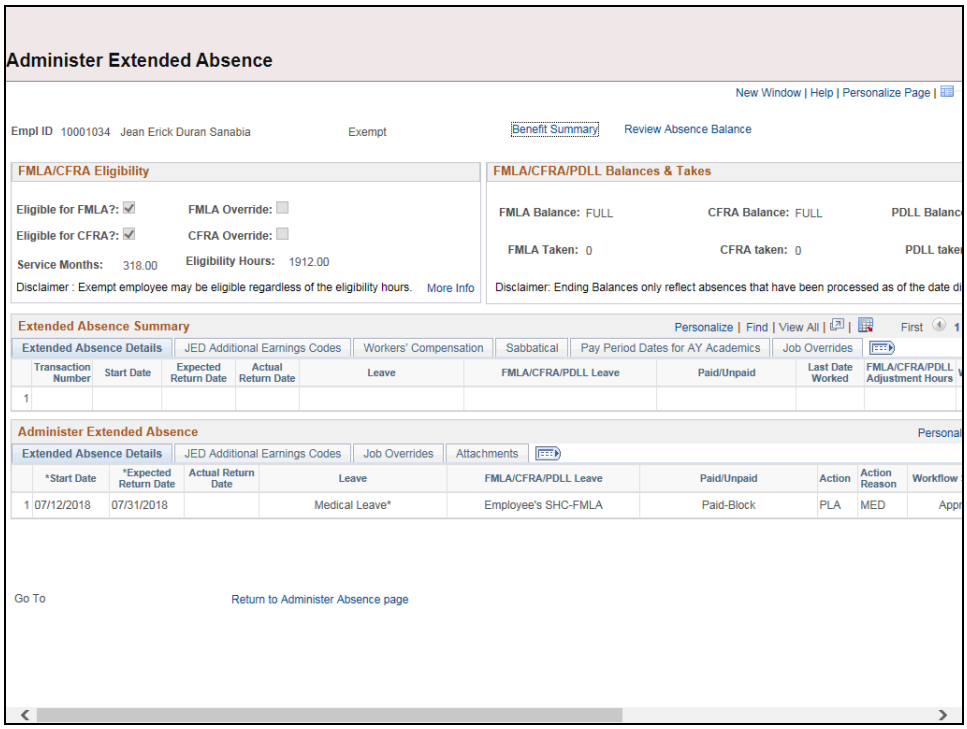


Step	Action
9.	The **Approve**, **PushBack** and **Deny** buttons are available only for extended absence requests in the following statuses: • Apprvl Prc • App Cancel The **PushBack** button is available only for Approver 2 and 3.
10.	Use the **Approve** button to display and approve the extended absence request. (The absence request is not approved by clicking this **Approve** button. A separate **Approve** button is used within the extended absence request details page.)
11.	If available, use the **PushBack** button to push the extended absence request back to the previous Approver for correction. (The absence request is not pushed back by clicking this **PushBack** button. A separate **PushBack** button is used within the extended absence request details page.)
12.	Use the **Deny** button to deny the extended absence request. If the request is denied it is no longer available for update. (The absence request is not denied by clicking this **Deny** button. A separate **Deny** button is used within the extended absence request details page.)
13.	The **Deny** button is only available for transactions that have not gone through the full approval process (AWE). If the **Deny** button is grey (unavailable), the transaction must be cancelled and resubmitted.

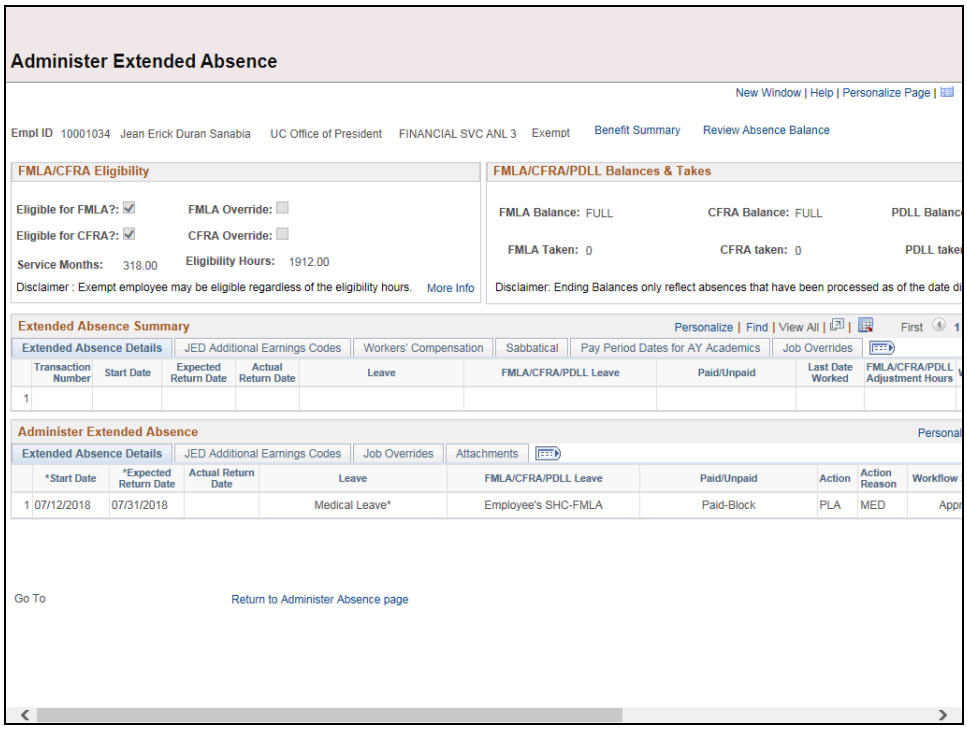
Step	Action
14.	This example provides a review of the fields in the extended absence request details page and demonstrates how to approve the extended absence request. Click the **Approve** button. 



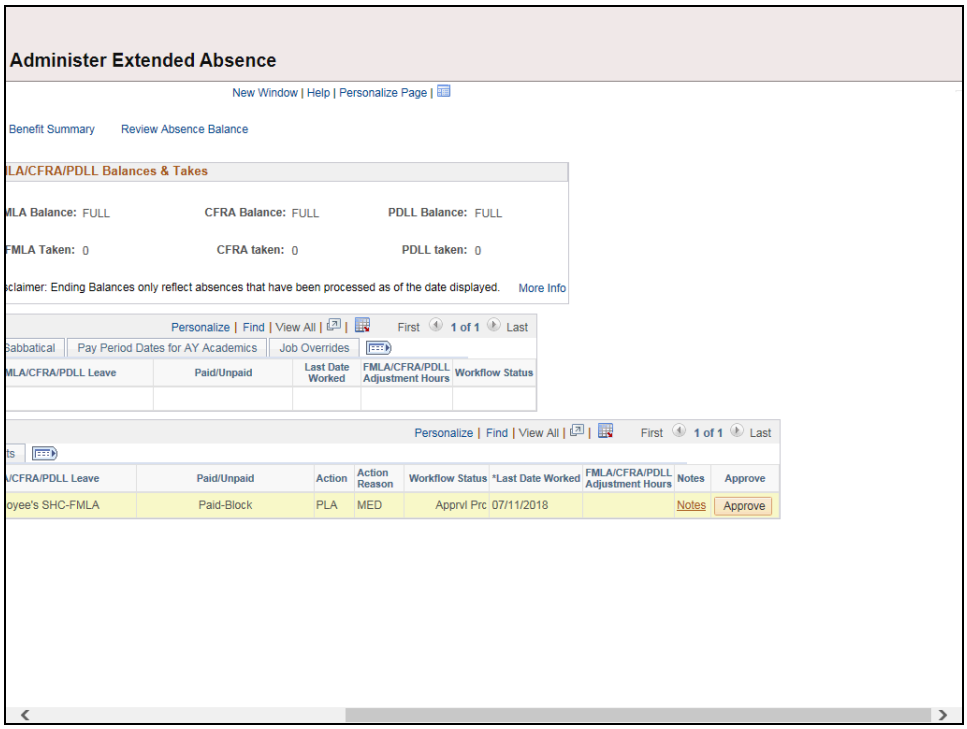
Step	Action
15.	The extended absence request details page appears so you can review the details of the request.



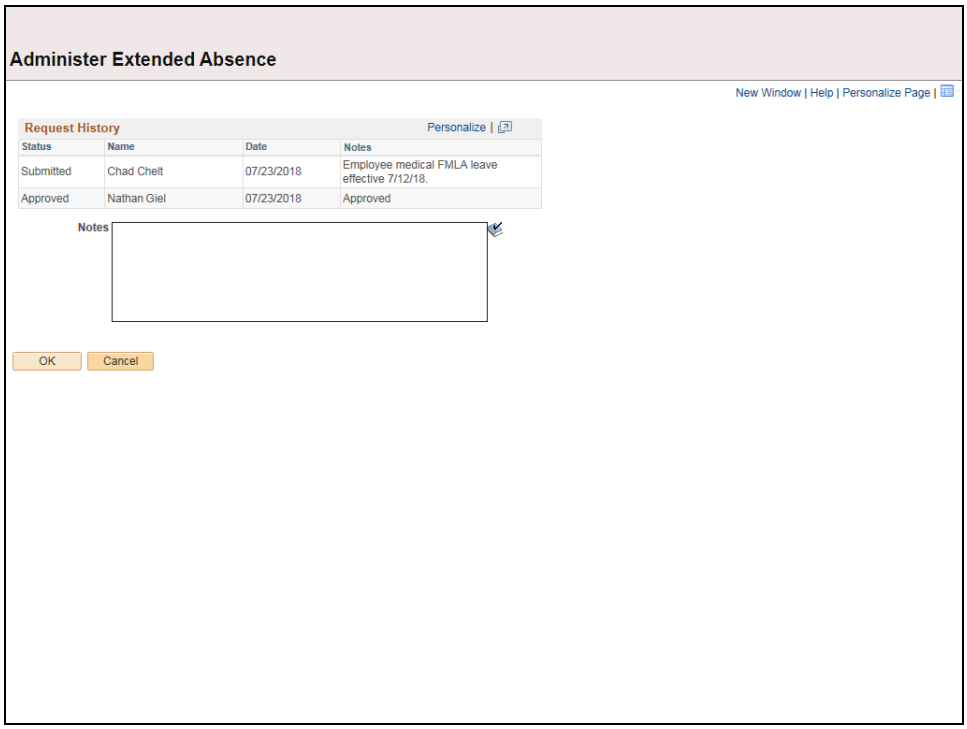
Step	Action
16.	Review any existing extended absence requests in the **Extended Absence Summary** section. In this example, the employee does not have any existing extended absence requests.



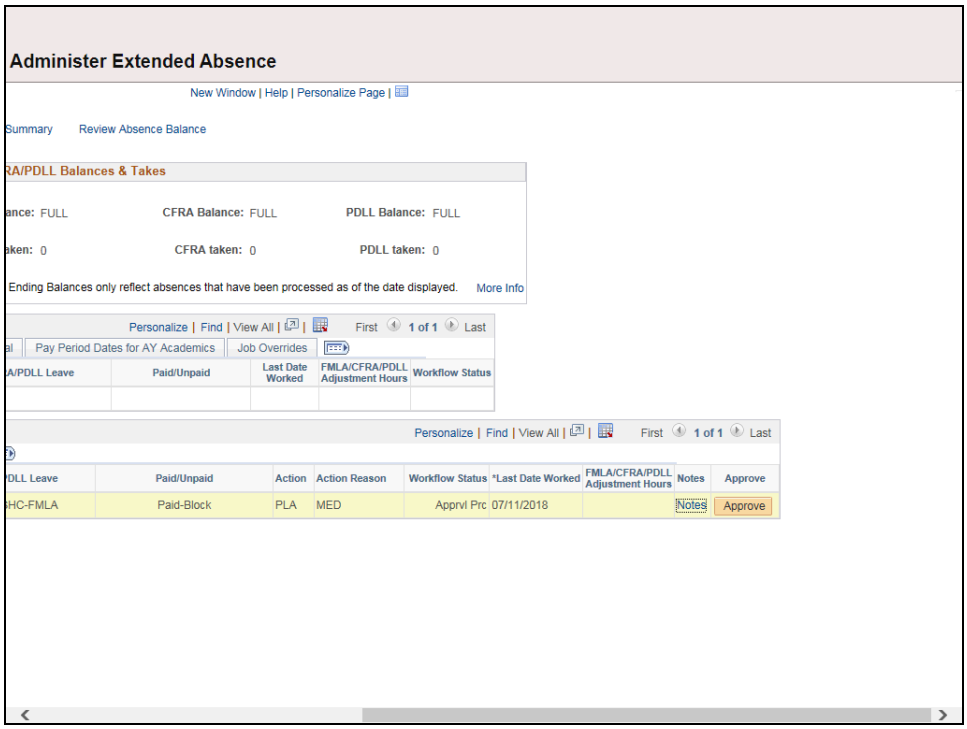
Step	Action
17.	Review the extended absence request details in the **Administer Extended Absence** section. Review all the fields on each tab.
18.	Click the scroll bar.

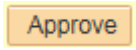


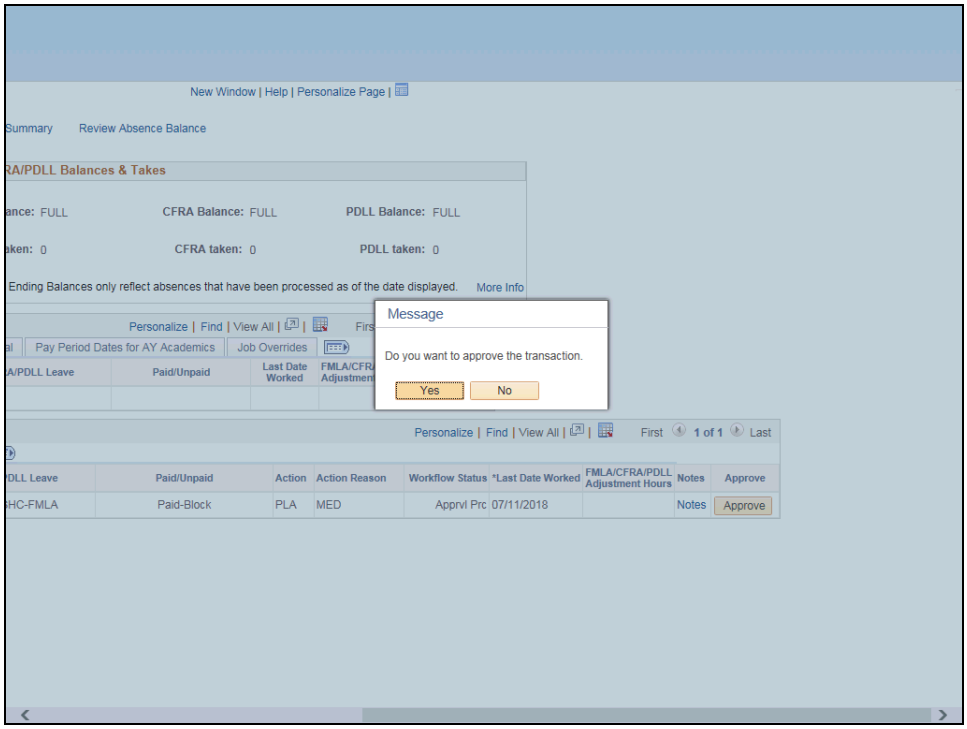
Step	Action
19.	The **Notes** link and the **Approve** button appear only when the **Extended Absence Details** tab is selected.
20.	Review the absence request notes to gain an understanding of the request history. Click the **Notes** link. Notes

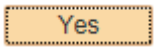


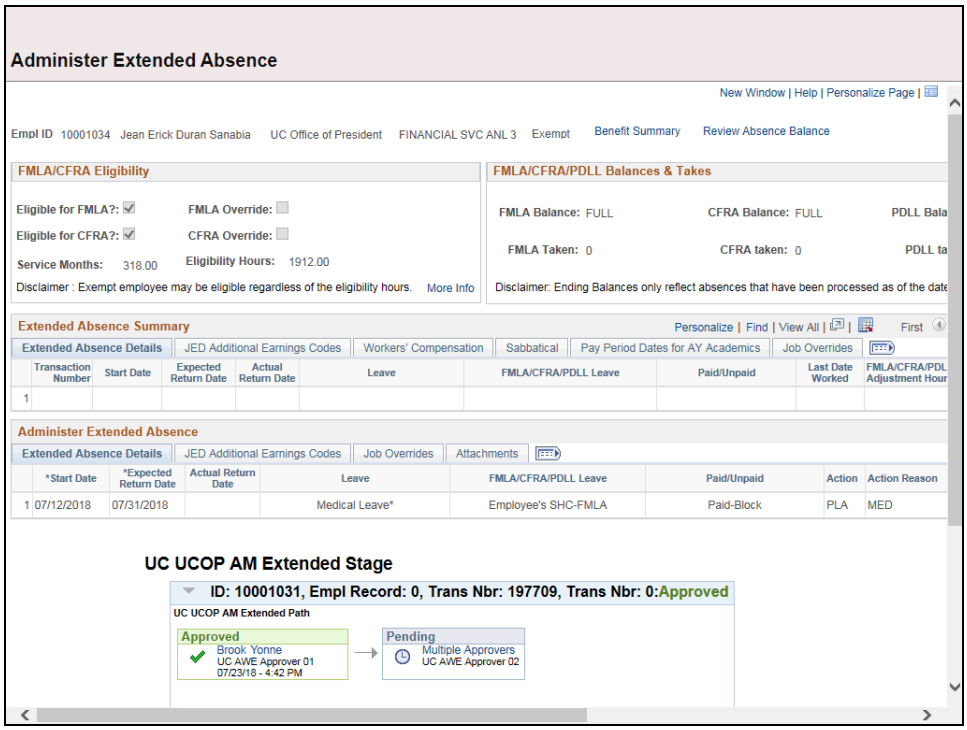
Step	Action
21.	The **Request History** section displays the notes entered at each stage of the absence request. Notes are required when the absence request is entered by the Initiator and any time it is updated by an Initiator or Approver (including deny, push back or cancel). For approval, a note is optional.
22.	Click the **Cancel** button.



Step	Action
23.	When you are ready to approve the request, click the **Approve** button. 



Step	Action
24.	A confirmation message appears. Click the **Yes** button. 
25.	Click the scroll bar.



Step	Action
26.	The workflow information appears and displays the request as **Approved**.
27.	You have approved a leave of absence request. **End of Procedure.**