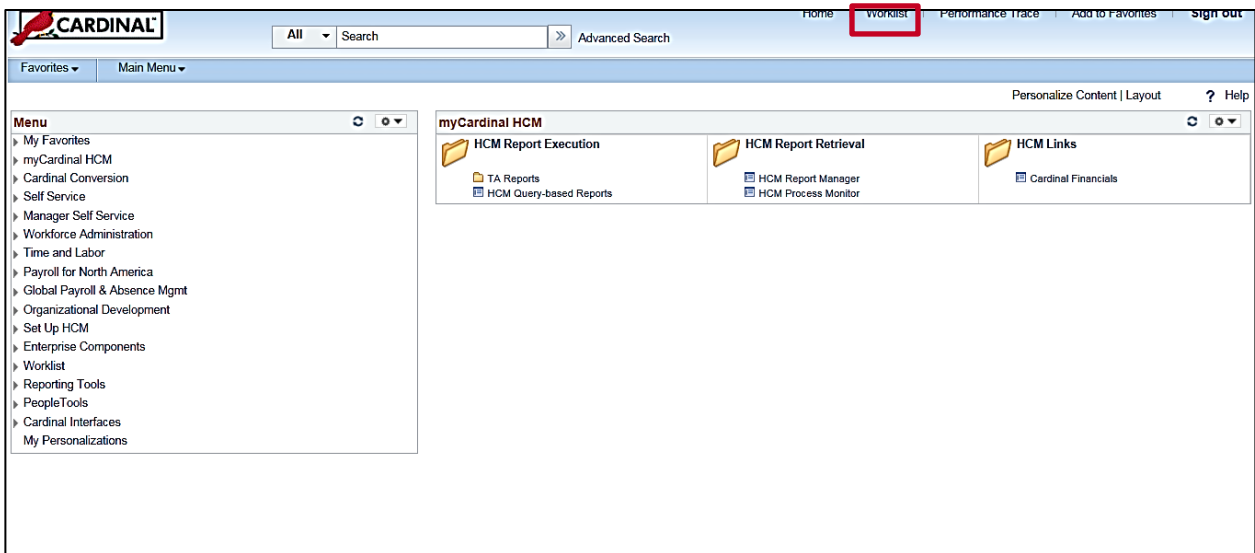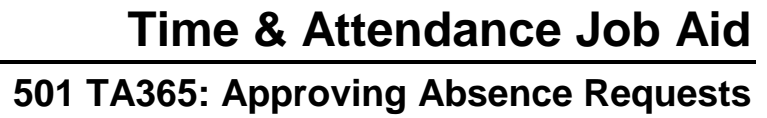| Approving Absence Requests Overview |
|---|
| This document provides the step-by-step instructions needed to approve an employee's absence request when it appears on the Worklist. |

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Approving Absence Requests

1. Verify that you are in the **Cardinal HCM** application.

2. Click the **Worklist** link located at the top of the page.

3. Select the **Link** for the item you wish to approve. Absences are listed as **TLReportedTime**.

4. The **Approve Reported Time – Timesheet Summary** page displays. Note the page prefills with the **Empl ID** of the selected employee.

5. Click the **Last Name** of the employee.

6. Click in the check-box located under the **Select** field to approve the absence.

7. Scroll to the bottom of the page and click the **Approve** button.

8. The **Approve Confirmation** message displays.

9. Click the **OK** button.

Absence Events													
Select	***Start Date**	**End Date**	**Absence Name**	**Reason**	**Duration**	**Unit Type**	**Details**	**Status**	**Approval Monitor**	**Source**	**Cancel**	**Forecast**	**Edit**
☐	01/20/2017	01/20/2017	Vacation	Vacation	8.00	Hours	Details	Approved	Approval Monitor	Employee Timesheet	☐	Forec	Edit

10. The absence **Status** updates to **Approved**.