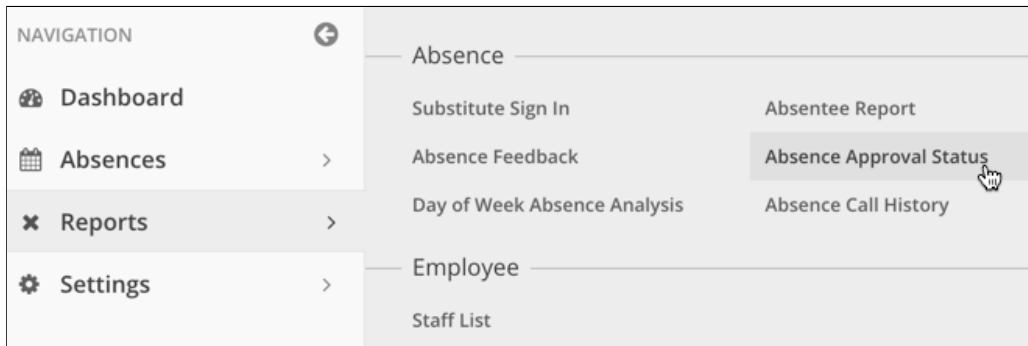


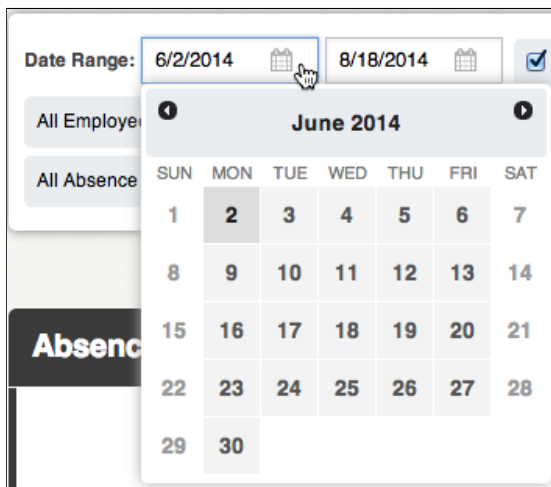
Using the Absence Approval Status Report

In Aesop, some absences require approval before they can be submitted. To see a list of absences and their approval status, you can use the "Absence Approval Status" report!

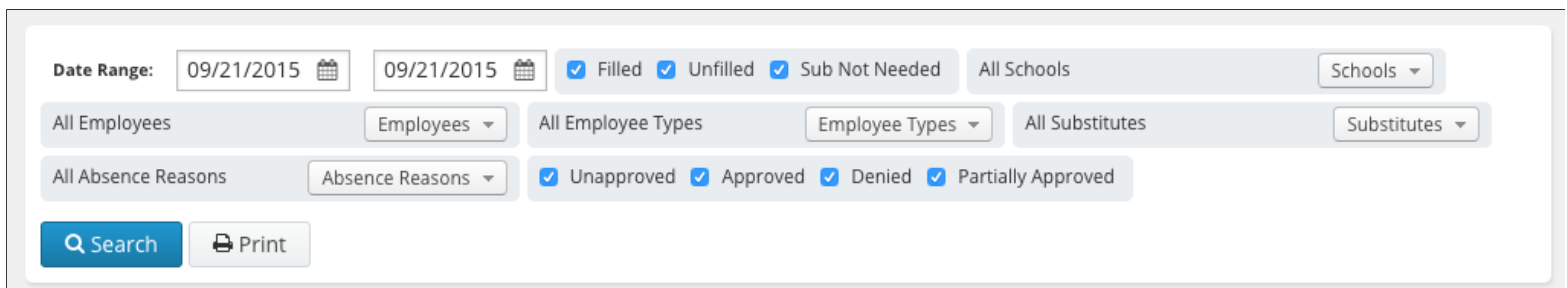
To access the report, first click on **Reports** in the side navigation bar. Then, under the "Absence" heading, click **Absence Approval Status**.



Now, select the date range you want to view by clicking the text boxes with the calendar icons and then selecting the day and month in the pop-up calendar.



Next, adjust the filters to show absences that are filled, unfilled, or don't need a substitute by using the check boxes. You can also filter your results by employees, employee types, substitutes, absence reasons, and if the absences have been approved, unapproved, denied, or partially approved.



When you are ready, click the **Search** button.

A list will appear below with the absences that match the criteria you specified above. The data is organized in columns by date of the absence, confirmation number, name of employee requesting the absence, reason for the absence, name of the substitute that is filling the absence, the status of the absence, and approvals.

14 Absence Approval Status

Date	Conf. #	Name	Reason	Substitute	Status	Approvals
8/4/2015 - 9/14/2015	152266278	Test, David Teacher Hrly	DM - Needs Approval Number Of Days: 40		Denied	Masaad Ayoob 3/26/2015 10:58 AM
9/10/2015 - 9/15/2015	152279923	Hunnicut, BJ Philosophy Teacher Hrly	Vacation Number Of Days: 4		Denied	Super user 9/11/2015 09:06 AM
9/14/2015	152279821	ADams, Joan Blue Teacher	*Personal Number Of Days: 1		Unapproved	
9/15/2015	152280065	ADams, Joan Blue Teacher	Vacation Number Of Days: 1		Unapproved	
9/15/2015 - 9/16/2015	152279927	Hunnicut, BJ Philosophy Teacher Hrly	DM - Needs Approval Number Of Days: 2	Charles Andrews	Approved	Super user 9/14/2015 03:13 PM

Print the report by clicking the **Print** link by the "Search" button.

