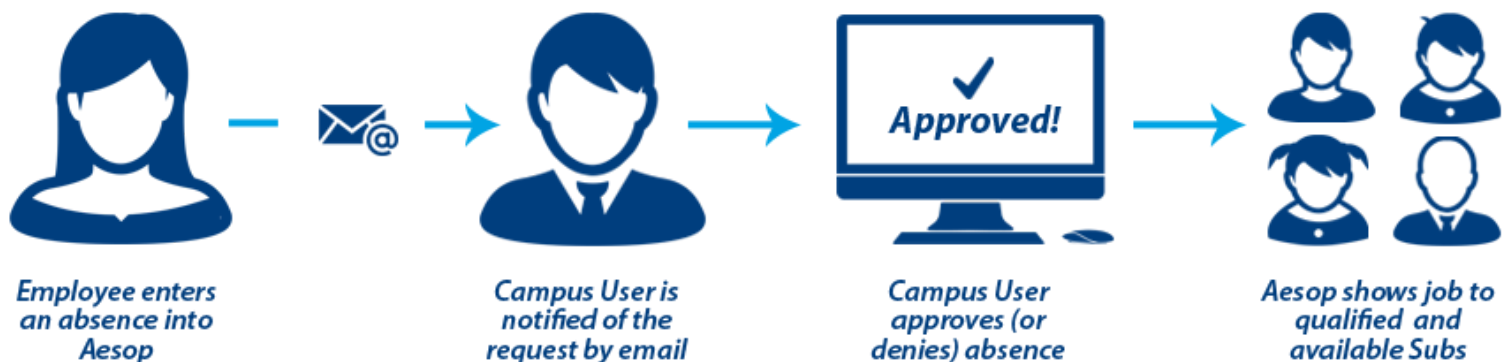


Understanding the Approval Process

The Approval Process



(1) An absence is created by the employee for an absence reason which requires approval. If the absence reason is marked to Hold Until Approved, the absence will not be shown to substitutes until it has been approved.

(2) The Campus User who is responsible for approving the absence will get an email notification of the absence request.

(3) The Campus User logs in to the website, and can click to approve one or multiple absences.

(4) Employees can be set up to receive an email when the absence has been approved.

Absence Approval on the Employee's Side

When an employee creates an absence that requires approval, they can see the status of approval right on their homepage under the "Schedule Absences" tab.

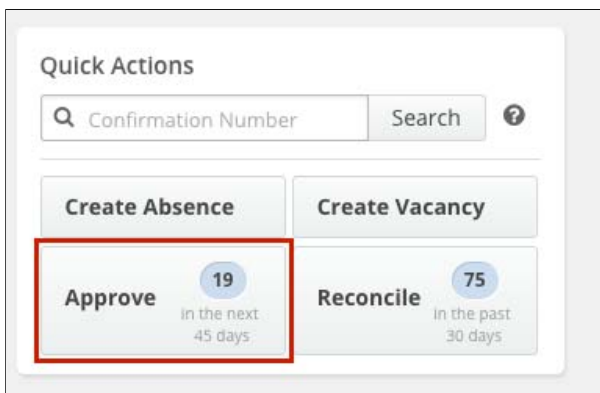
Create Absence		2 Scheduled Absences		6 Past Absences		0 Denied Absences	
Date	Reason	Location	Duration	Time			
CONFIRMATION # 108602160 UNFILLED / APPROVED							
30 Apr 2013	Personal Day	Williams High School	Full Day	8:00 AM - 3:00 PM	View Details		
CONFIRMATION # 108606220 UNFILLED / UNAPPROVED							
01 May 2013	Personal Day	Vanderbilt High School	Full Day	8:00 AM - 3:00 PM	View Details		

Approving or Denying an Absence

Certain Absence Reasons at your district may require your approval. If you are an approver at your school, you will be able to view a list of the absence requests that need your approval and approve or deny them right in absence management.

Approval Levels: You may be the first approver, final approver, or something in between in a multi-level approval setup. The absence management system will only show you absences that need your approval once they have reached your level of approval.

On your home page in the "Quick Actions" box, you will see a button that says **Approve**. There will be a number on this button indicating how many absence requests still need your approval. Click the button to be taken to the "Absence Approvals" page.



Absence Approval Page

When you first come to the page, you will be shown all absences that need your approval over the next month. The details of each absence will be shown including the confirmation number, date, reason, and duration of the absence request. At the end of each row will be buttons that allow you to approve or deny the request.

4 Absence Approvals							
Conf #	Name	Date	✓	Reason	Duration	Status	Actions
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		<input type="button" value="✓ Approve"/> <input type="button" value="Deny"/>
123668689	Jones, Martha 2nd Grade Teacher	3/17/2014	✓	Personal Day	1 day		<input type="button" value="✓ Approve"/> <input type="button" value="Deny"/>
123668693	Clark, Ken 4th Grade Teacher	3/20/2014	✓	Personal Day	1 day		<input type="button" value="✓ Approve"/> <input type="button" value="Deny"/>
123668690	Hood, James	3/26/2014 - 3/27/2014	✓	Personal Day	2 days		<input type="button" value="✓ Approve"/> <input type="button" value="Deny"/> <input type="button" value="Deny Part"/>

Need more detail? Click the Confirmation Number of any absence to be taken to the absence details page.

Above the absence list you will see an area where you can change the date range for the absences shown.

There are also filters that allow you to view absences in various states of approval.

Start Date: End Date: Status: Unapproved Partially Approved Approved Denied

Approving an Absence

To approve an absence request, click the green **Approve** button at the end of the row.

4 Absence Approvals							
Conf #	Name	Date	✓	Reason	Duration	Status	Actions
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		<input checked="" type="button" value="Approve"/> <input type="button" value="Deny"/>
123668689	Jones, Martha 2nd Grade Teacher	3/17/2014	✓	Personal Day	1 day		<input checked="" type="button" value="Approve"/> <input type="button" value="Deny"/>
123668693	Clark, Ken	3/20/2014	✓	Personal Day	1 day		<input checked="" type="button" value="Approve"/> <input type="button" value="Deny"/>

This will open a window where you can leave comments about the approval. Leaving comments is optional. Comments left here may be sent to the employee in a notification email.

When you are ready to finalize the approval, click **Approve** in the window.

Approval Status for #152278653

Approval Status: **Unapproved**

Approvals Received: 0/1
Last Approval Action: Not Available

Comments:

255 character(s) left

When an absence request is approved, it will be removed from your list of unapproved absences. You can view it again by changing the filters to show approved absences.

Denying an Absence

If you need to deny an absence request, click the red Deny button at the end of the row.

3 Absence Approvals							
Conf #	Name	Date	✓	Reason	Duration	Status	Actions
123668694	Clifford, Ray 3rd Grade Teacher	3/12/2014	✓	Personal Day	1 day		<input type="button" value="✓ Approve"/> <input type="button" value="Deny"/>
123668693	Clark, Ken 4th Grade Teacher	3/20/2014	✓	Personal Day	1 day		<input type="button" value="✓ Approve"/> <input type="button" value="Deny"/>

This will also open a window where you can leave comments about the denial. Comments are optional. The comments you leave here may be sent to the employee in a notification email.

Click **Deny** in the window to finalize the denial.

Approval Status for #152278656

Approval Status: **Unapproved**

Approvals Received: 0/1

Last Approval Action: Not Available

Comments:

255 character(s) left