

## How Do I Process Multiple Absence Requests ?

### Navigation

1. Log into OneUSG Connect .
2. Click the Employee Self Service drop down and click Manager Self Service .
3. Click the Team Time tile.
4. Select Multiple Absence Requests.

#### Review Absence Request Information

5. On the Multiple Absence Requests page, click an Employee's Name to view the details for that absence request.
6. After reviewing absence request information, click OK .

#### Process Multiple Absence Requests

7. Select the absence requests you want to process together (all requests must have the same approval action). Or, to process all pending requests, click the Select All link.
8. Enter any comments you wish to include. These comments will save to each absence request you are processing at the same time.
9. Click the desired action button displayed at the top of the page:
  - a. Approve : authorizes the employee absence

Complete the Task /Sign Out of Application

12. If finished working in the system, sign out of the application by clicking the

Action List icon on the NavBar .



13. Click the Sign Out option in the listing.