



Time and Labor (OTL)

Absence Management
Supervisor Approver

R12 Work Instructions



Document Control

Change Record

Date	Author	Version	Change Reference
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Reviewers

Date	Name	Position
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Distribution

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Business Process Description

Absence Management is a new capability within Time and Labor which allows the Employee, Supervisor and Timekeeper to enter a Leave Request for themselves or their subordinates within DAI Self Service. This electronic request once approved will automatically generate a timecard if necessary and enter the Employee's Leave Request information on that timecard. After entering a Leave Request, the Supervisor/Approver for the Employee will receive a notification within their Worklist, requiring further processing. Again, only upon the Supervisor/Approver's Approval of the Leave Request will the appropriate timecard be updated with the Leave Request information. Any type of User; Employee, Supervisor or Timekeeper will be able to review their Leave Balances and attach files to a Leave Request in the same manner as balances are reviewed and files are attached to a timecard. Leave Requests can be made for the current payroll period or up to 90 days in advance.

All Employees will only view the appropriate Leave Types and Pay Codes they are eligible to have per their statuses and assignments within their employee record. The process to establish this is based off the Pay Code Eligibility Matrix. Not all types of Leave can be processed using Absence Management. The valid types of Leaves in Absence Management will be explained further within this documentation.

Absence Management Valid Leave Types and Exceptions

Valid Absence Types for the Leave Request entry.

Absence Type	Description	Special Handling
LA	Annual Leave	
LP	Restored Annual Leave 3	
LQ	Restored Annual Leave 2	
LR	Restored Annual Leave 1	
CT	Comp Time Taken	
CF	Travel Comp Time Taken	
CA	Religious Comp Time Taken	
LY	Time off award	
LS	Sick Leave	
LO	BRAC Restored Leave	
KA	Leave Without Pay (LWOP)	Employee Assignment should be in Active status to request this leave. Assignment status code = 'A-Active'
LC	Court Leave	



Absence Management Valid Leave Types and Exceptions

Valid codes for Family Medical Leave Act (FMLA) and Family Friendly Leave Act (FFLA) (Family Friendly Leave Codes DE and DF can only be entered in conjunction with the Absence Type LS – SICK LEAVE.

Type	Code	Description
Family Medical Leave	DA	Birth of son/daughter or care of newborn
Family Medical Leave	DB	Adoption or foster care
Family Medical Leave	DC	Care for spouse, son, daughter, or parent with a serious health condition
Family Medical Leave	DD	Serious health condition of employee
Family Medical Leave	DM	Care for an injured member of the Armed Forces
Family Medical Leave	DE	Family Care/Bereavement
Family Medical Leave	DF	Sick Leave for Adoption Purposes

Exceptions are FMLA codes DA, DB, DC, DD and DM will be entered only in conjunction with the below absence types:

VALIDE ABSENCE TYPES	2 LETTER CODE	CODE DESCRIPTION
	LS	SICK LEAVE
	LA	ANNUAL LEAVE
	LB	ADVANCED ANNUAL
	LG	ADVANCED SICK
	KA	LEAVE WITHOUT PAY
	LQ	RESTORED ANNUAL LEAVE 2
	LR	RESTORED ANNUAL LEAVE 1
	CT	COMP TIME TAKEN
	CN	CREDIT HOURS TAKEN

Use this procedure to approve employee submitted Absence Requests.

The Absence Request approver has the capability to perform the following:

- Approve an Absence Request
- Reassign Absence Request responsibilities on a temporary or permanent basis
- Reject an Absence Request
- Request more information in support of the Request

An Approver has **72 hours** to take action on an Absence Request notification that has been placed in their Worklist. If the Absence Request action has not taken place, the request is automatically routed to the approver’s supervisor for them to take action.

Trigger: A OTL Supervisor Approver has received a Leave Request to process..



Prerequisites

- The employee is in the DAI hierarchy approval flow.
- Project and Task values are all linked to the employee.
- The employee's Tour of Duty exists.
- The supervisor or authorized delegate is in the hierarchy approval flow with a link to the employee.

Responsibilities

- OTL Supervisor Approver <Agency>

Menu Path

Use the following menu path(s) to begin this task:

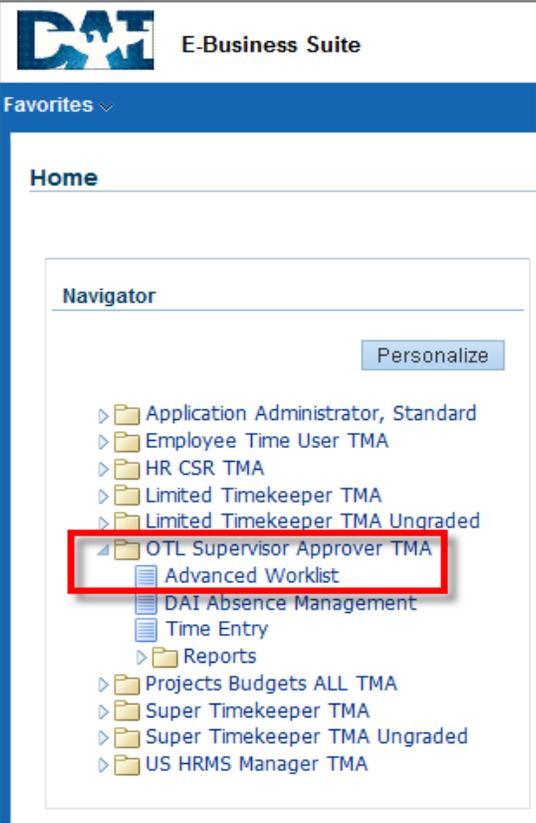
- OTL Supervisor Approver <Agency> → Advanced Worklist

Supervisor Approver Advanced Worklist

Start the task using the following responsibility and menu path to open the **Advanced Worklist** screen:

Responsibility: OTL Supervisor Approver <Agency>

Menu Path: Advanced Worklist link



The screenshot displays the DAI E-Business Suite interface. At the top, the DAI logo and "E-Business Suite" are visible. Below this is a "Favorites" dropdown menu. The main content area is titled "Home" and contains a "Navigator" section. A "Personalize" button is located in the top right of the Navigator. The Navigator lists several folders, with "OTL Supervisor Approver TMA" selected and highlighted by a red box. Underneath this folder, the "Advanced Worklist" link is also highlighted by a red box. Other folders listed include "Application Administrator, Standard", "Employee Time User TMA", "HR CSR TMA", "Limited Timekeeper TMA", "Limited Timekeeper TMA Ungraded", "Projects Budgets ALL TMA", "Super Timekeeper TMA", "Super Timekeeper TMA Ungraded", and "US HRMS Manager TMA".



Advanced Worklist – Open Notifications

The screenshot shows the 'Workflow' section of the application. The 'View' dropdown menu is open, showing 'Open Notifications' selected. Below the menu is a table with columns: Select, Subject, Sent, Due - Fn Level, From, and Type. The first row contains: , 'Absence Request (17-FEB-2015 to 18-FEB-2015) for SERVICE, SCOTT TMA (16 hours) requires approval', '09-Feb-2015', '12-Feb-2015', 'SERVICE, SCOTT', and 'OTL Absence Management Workflow'. There are also two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

2. Overview: Worklist: Open Notifications

Field Name	Field Detail	Description
Select (check box)	Flag to select line for action	Check the box of notification entries for action (Open, Reassign, or Close).
Subject	Absence Request subject	Subject line of the Absence Request, includes Requestor Name, Number of Hours, and requested Action.
Sent	Date Sent	Date of the Absence Request
From	Requestor's Name	Name of the person submitting the Absence Request.
Type	Request Type	OTL Absence Management Workflow

Advanced Worklist – Select and Review Requests

Workflow

Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites

3

Worklist

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All | Select None

Select	Subject	Sent	Due - Fn Level	From	Type
<input type="checkbox"/>	Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval	10-Feb-2015	13-Feb-2015	SERVICE, SAM	OTL Absence Management Workflow
<input type="checkbox"/>	Absence Request (19-FEB-2015 to 19-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval	10-Feb-2015	13-Feb-2015	SERVICE, SCOTT	OTL Absence Management Workflow

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

3. By default the **Worklist** opens with the “**Open Notifications**” view selected.

Workflow

Navigator Favorites

Worklist

View Open Notifications Go

Select Notifications: Reassign Close

Select All | Select None

Select Notifications From Me Provides a series of worklist views available

Select Open Notifications

Select To Do Notifications

Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Absence Request (19-FEB-2015 to 19-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

4. Click the drop down arrow in the **View** field. From the drop down list you can select: “**All Notifications**”, “**FYI Notifications**”, “**Notifications from Me**”, “**Open Notifications**”, and “**To Do Notifications**”. Selecting “**Open Notifications**” will allow you to filter on the notifications that require action on your part. Selecting “**All Notifications**” will allow you to review all “open” pending items, processed items, and “**FYI Only**” types of notifications.



Advanced Worklist – Select and Review Requests

Workflow Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator (2)

Worklist

View Open Notifications

Select Notifications: **Open**

Select Select None

Select	Subject	Sent	Due - Fn Level	From	Type
<input checked="" type="checkbox"/>	Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval	10-Feb-2015	13-Feb-2015	SERVICE, SAM	OTL Absence Management Workflow
<input type="checkbox"/>	Absence Request (19-FEB-2015 to 19-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval	10-Feb-2015	13-Feb-2015	SERVICE, SCOTT	OTL Absence Management Workflow

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

- Click the box in the **Select** column for the notification which needs to be reviewed for approval. Click the **Open** button to view the Absence Request notification.

Workflow Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator (2)

Worklist >

Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

From SERVICE, SAM
 To SERVICE, STEVE
 Sent 10-Feb-2015 08:03:19
 Due 13-Feb-2015 08:03:19
 ID 51796719

Employee Details

Employee Name	SERVICE, SAM TMA	Employee Number	11998
E-Mail Address	SAM.SERVICE@TMA.MIL	Business Group	Setup Business Group
Supervisor	SERVICE, STEVE TMA	Organization	TMA OFC OF CHIEF PHARMACEUTICAL OPS

Current Absence Details

Type LA - Annual Leave
 FMLA Leave Code -

Duration	Start Date	20-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	End Date	20-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

Total Hours 8
 Comments Family vacation needed.

Previous Absence Details

Type
 FMLA Leave Code

Duration	Start Date	<input type="checkbox"/> Full Day Leave	Start Time	End Time
	End Date	<input type="checkbox"/> Full Day Leave	Start Time	End Time

Total Hours
 Comments

Accrual Balances

Accrual Type Balance
 No results found.

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Action History

Num	Action Date	Action	From	To	Details
1	10-Feb-2015 08:03:19	Submit	SERVICE, SAM	SERVICE, STEVE	

Return to Worklist
 Display next notification after my response

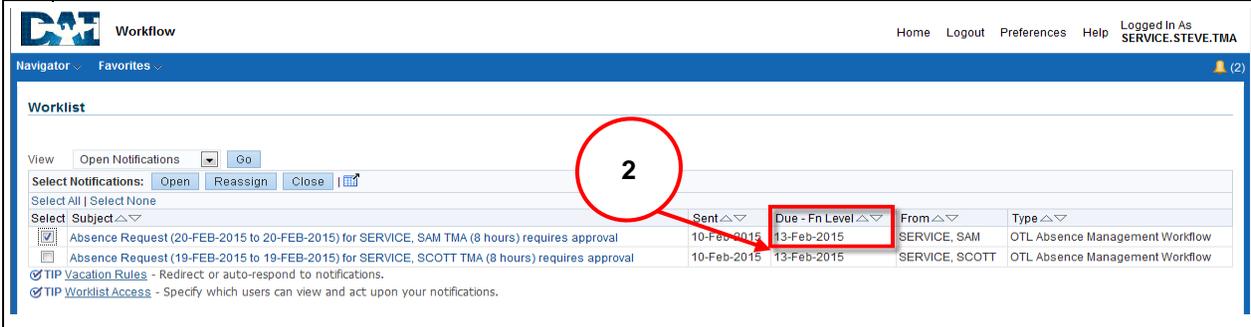
- Review the selected Absence Request.

Result

Congratulations! You have successfully opened an Absence Request using the Advanced Worklist.

Approve an Absence Request

1. Start the task by selecting and opening an **Absence Request** that requires approval (refer to the steps in the first section of this Work Instruction (**Supervisor Approver Advanced Worklist**)).



2. View the length of time the Approver has in order to effectively process the request. The “Due-Fn Level” field reflects the 72 hour period after which the request will be automatically re-routed to the next level Supervisor, should this period expire prior to your taking action.



3. By default, the **Worklist** → **View** displays all **Open Notifications**, including **Absence Requests** submitted by employees that require approval. If the view selection changes, click the **Go** button to update the screen display.

View Option	Description
All Notifications	View all notifications that have a status of: <ul style="list-style-type: none"> • Cancelled • Closed • Open
FYI Notifications	This option will list the FYI Notification received. Once each notification is opened and closed, it will be removed from the listing.
Notifications from Me	Notifications generated from the person logged in that has been sent to another user. Once each FYI notification is opened and closed, it will be removed from the listing.
Open Notifications	Displays all Open requests needing to be processed.
To Do Notifications	Displays all Open requests by Absence Request.



Approve an Absence Request

Workflow Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Worklist (2)

View Open Notifications

Select Notifications: **Open** Reassign Close

Select All | Select None

Select	Subject	Sent	Due - Fn Level	From	Type
<input checked="" type="checkbox"/>	Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval	10-Feb-2015	13-Feb-2015	SERVICE, SAM	OTL Absence Management Workflow
<input type="checkbox"/>	Absence Request (19-FEB-2015 to 19-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval	10-Feb-2015	13-Feb-2015	SERVICE, SCOTT	OTL Absence Management Workflow

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

4. From the **Worklist**, select a notification that requires approval. Click the appropriate check box and click the **Open** button.
- Note:** To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

Workflow Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Worklist >

Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Approve Reject Reassign More Information Request

From SERVICE, SAM
 To SERVICE, STEVE
 Sent 10-Feb-2015 08:03:19
 Due 13-Feb-2015 08:03:19
 ID 51796719

Employee Details

Employee Name	SERVICE, SAM TMA	Employee Number	11898
E-Mail Address	SAM.SERVICE@TMA.MIL	Business Group	Setup Business Group
Supervisor	SERVICE, STEVE TMA	Organization	TMA OFC OF CHIEF PHARMACEUTICAL OPS

Current Absence Details

5. An **Absence Request** is made up of several sections. The top of the form includes the **To/From/Sent/Due** information, and the **Employee Details** section.



Approve an Absence Request

Current Absence Details

Type: LA - Annual Leave
 FMLA Leave Code: -

Duration: Start Date: 20-Feb-2015 Full Day Leave Start Time: End Time: End Date: 20-Feb-2015 Full Day Leave Start Time: End Time:

Total Hours: 8

Comments: Family vacation needed, please see attached form.

Previous Absence Details

Type: LA - Annual Leave
 FMLA Leave Code: -

Duration: Start Date: 20-Feb-2015 Full Day Leave Start Time: End Time: End Date: 20-Feb-2015 Full Day Leave Start Time: End Time:

Total Hours: 8

Comments: Family vacation needed.

Accrual Balances

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6. The “**Current Absence Details**” and “**Previous Absence Details**” sections show the **Absence Request Type**, **FMLA Leave Code** (if applicable), the **Duration (Start/Stop Dates and Times)**, the **Total Hours**, and any comments provided by the Employee. The **Previous Absence Details** are provided for your reference.

Accrual Balances

Accrual Type	Balance
Advanced Annual Leave	0
Advanced Sick Leave	0
Annual Leave	73
BRAC Restored Leave	0
Compensatory Time	0
Credit Hours	0
Military Leave	0
Religious Compensatory Time	0
Restored Annual Leave 1	0
Restored Annual Leave 2	0
Restored Annual Leave 3	0
Sick Leave	22
Time Off Award	5
Travel Compensatory Time	0

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7. The “**Accrual Balances**” section of the **Absence Request** will reflect **Accrual Balances** of the Employee:

Approve an Absence Request

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Example Request Document	File	Example Request Document	Supporting Document	SERVICE.SAM	10-Feb-2015	One-Time		

8. “Supporting Documents” section of the **Absence Request** will show any documents the Employee has attached to the request in support. Click on the document Title to open and review, or save a copy of the document(s):

Action History

Num	Action Date	Action	From	To	Details
1	10-Feb-2015 13:23:30	Submit	SERVICE.SAM	SERVICE.STEVE	

Return to Worklist
 Display next notification after my response

Approve Reject Reassign More Information Request

9. The “Action History” section of the **Absence Request** will show the prior actions taken, in this example you can see the initial submit action:

Workflow

Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Worklist >

Absence Request (20-FEB-2015 to 20-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Approve Reject Reassign More Information Request

From SERVICE, SAM
 To SERVICE, STEVE
 Sent 10-Feb-2015 13:23:30
 Due 13-Feb-2015 13:23:30
 ID 51801740

Employee Details

Employee Name SERVICE, SAM TMA Employee Number 998

10. After you have reviewed the request and associated details and any attachments, you can click on the appropriate “Action” button. In this example, click the “Approve” button to approve the **Absence Request**:



Approve an Absence Request

Workflow Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites (1)

Worklist

View: Open Notifications

Select Notifications:

Select All | Select None

Select Subject Absence Request (19-FEB-2015 to 19-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval

Sent	Due - Fn Level	From	Type
10-Feb-2015	13-Feb-2015	SERVICE, SCOTT	OTL Absence Management Workflow

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

11. When the **Approve** action is complete you will be returned to the **Advanced Worklist** form, or you will be taken to the next item in your list, if you selected all or multiple items for review:

Result

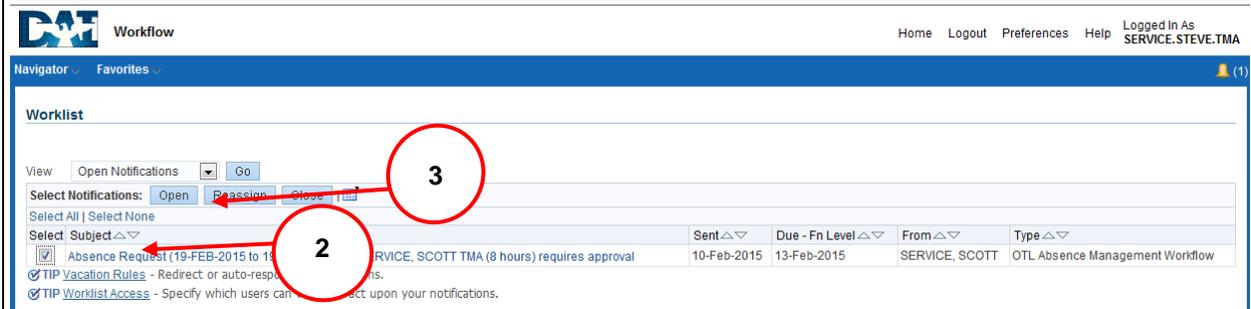
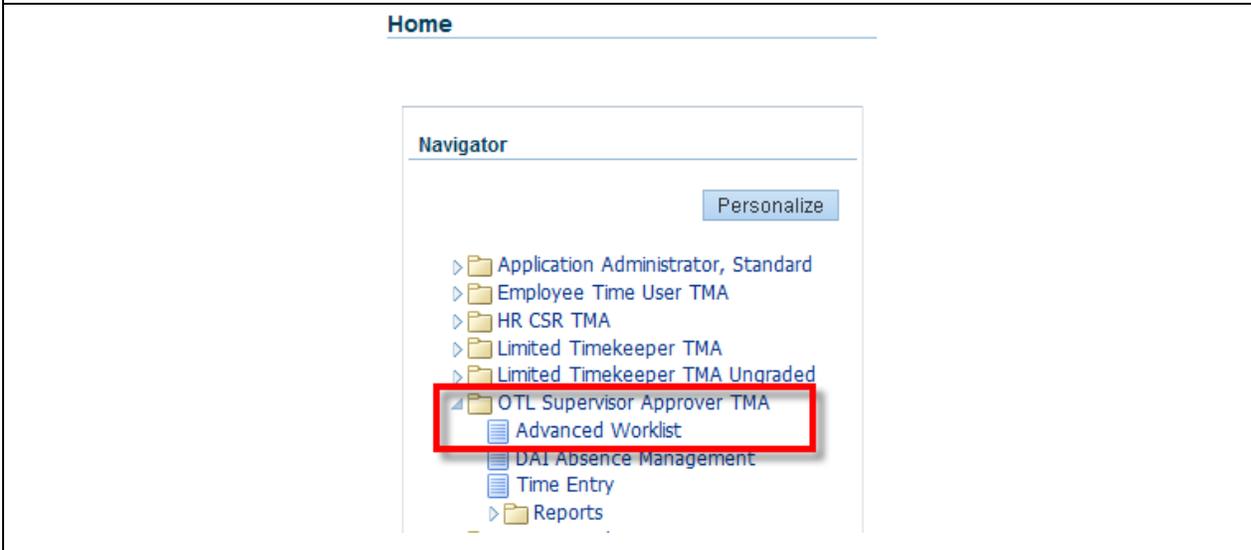
Congratulations! You have successfully Approved an Absence Request.

Reject an Absence Request

Start the task using the responsibility and menu path to open the Worklist:

Responsibility: OTL Supervisor Approver <Agency>

Menu Path: Advanced Worklist link



2. Click the box in the **Select** column for the notification which needs to be reviewed.
Note: To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

3. Click the  button to view the notification(s) selected.



Reject Absence Request

Worklist >

Absence Request (19-FEB-2015 to 19-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval

Approve **Reject** Reassign More Information Request

From: SERVICE, SCOTT
To: SERVICE, STEVE
Sent: 10-Feb-2015 08:01:16
Due: 13-Feb-2015 08:01:16
ID: 51796718

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Employee Details

Employee Name	SERVICE, SCOTT TMA	Employee Number	11892
E-Mail Address	SCOTT.SERVICE@TMA.MIL	Business Group	Setup Business Group
Supervisor	SERVICE, STEVE TMA	Organization	TMA OFC OF CHIEF PHARMACEUTICAL OPS

Current Absence Details

Type	LA - Annual Leave				
FMLA Leave Code	-				
Duration	Start Date	19-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time
	End Date	19-Feb-2015	<input checked="" type="checkbox"/> Full Day Leave	Start Time	End Time

4. Click the **Reject** button to reject the **Absence Request** and return it to the submitter.

Note: The rejection is routed back to the employee for correction and resubmission. The listing disappears from the approver's **Open Worklist**. The status of the request changes to "**Rejected**".

Comments should be added on the **Rejection** screen. A **Rejection** notification will be sent back to the employee with the rejection comments, however, the comments are not displayed in this screen shot.

Result

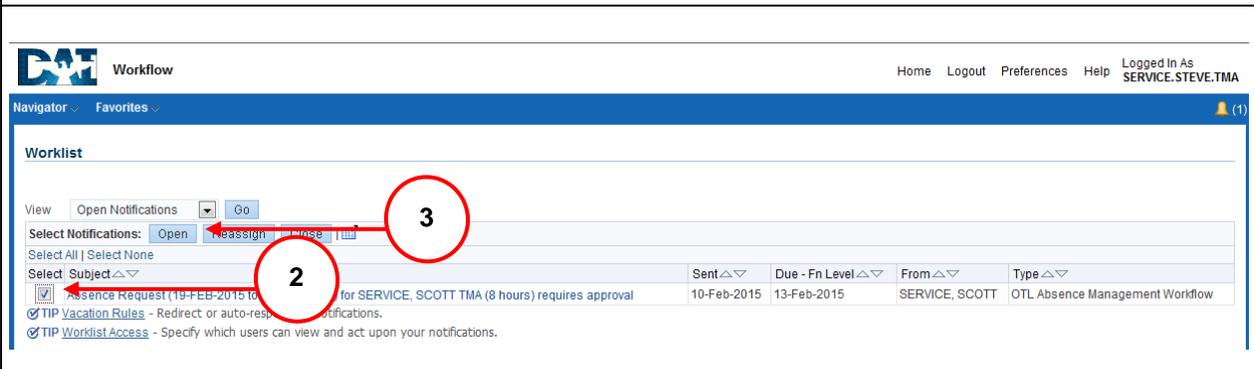
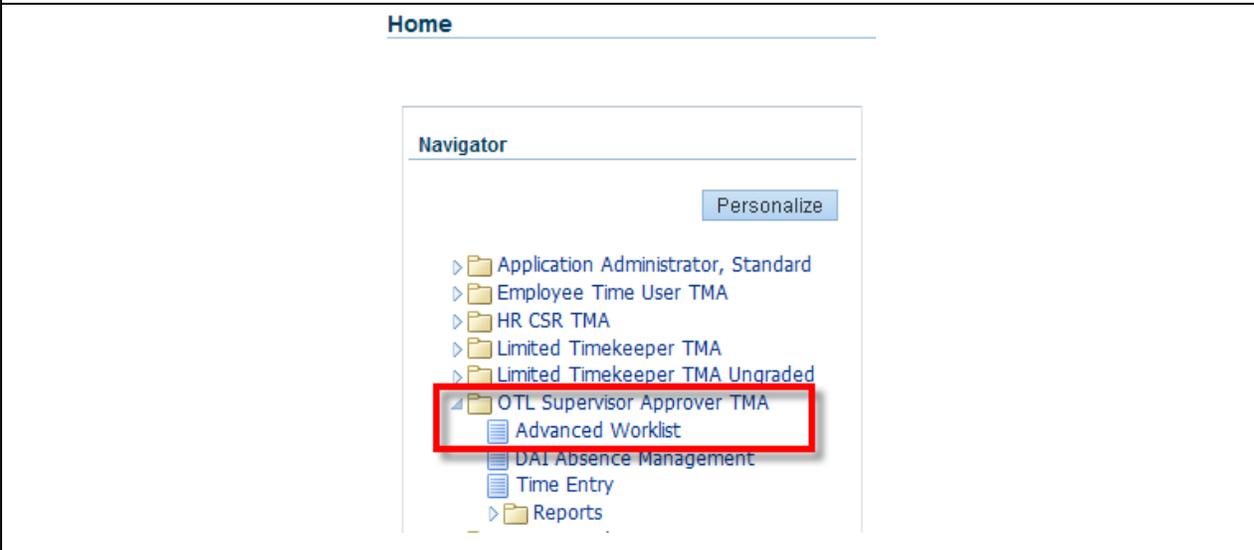
Congratulations! You have successfully Rejected an Absence Request.

Reassign an Absence Request

Start the task using the responsibility and menu path to open the Worklist:

Responsibility: OTL Supervisor Approver <Agency>

Menu Path: Advanced Worklist link



2. Click the box in the **Select** column for the notification which needs to be reassigned for approval.
Note: To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

3. Click the  button to view the notification(s) selected.



Reassign an Absence Notification

Workflow

Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Worklist >

Absence Request (24-FEB-2015 to 24-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Approve Reject **Reassign** More Information Request

4

From SERVICE, SAM
To SERVICE, STEVE
Sent 11-Feb-2015 10:37:05
Due 14-Feb-2015 10:37:05
ID 51801812

Employee Details

Employee Name	SERVICE, SAM TMA	Employee Number	11898
E-Mail Address	SAM.SERVICE@TMA.MIL	Business Group	Setup Business Group
Supervisor	SERVICE, STEVE TMA	Organization	TMA OFC OF CHIEF PHARMACEUTICAL OPS

Current Absence Details

4. Click the **Reassign** button to open the **Reassign Notification** screen to select an alternate approver and change the approval request to be routed to the new approver.

Workflow

Home Logout Preferences Help Logged In As SERVICE.STEVE.TMA

Navigator Favorites

Worklist > Notification Details >

Reassign Notification: Absence Request (24-FEB-2015 to 24-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification.
* Indicates required field(notification)

Cancel Submit

* Assignee All Employees and Users HARDY, ROBIN

Delegate your response

Transfer notification ownership

Comments

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5. Select how this **Absence Request** will be reassigned:

- **Delegate your response** – This option allows the **alternate approver to respond on your behalf**. Though the alternate approver may respond on the original approver's behalf, the original approver retains ownership of the notification. For example, a manager might delegate all vacation or sick leave scheduling approvals to an assistant.
- **Transfer notification ownership** – This option gives the **alternate approver complete ownership and responsibility** for the notification. Use this option if the approver should not have received the notification and wants to send it to the correct recipient or to a different recipient for resolution. A transfer may have the effect of changing the approval hierarchy for this notification. For example, a manager may transfer a notification from one project to another manager who now owns that project.



Reassign Notification

Reassign Notification: Absence Request (24-FEB-2015 to 24-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. [Cancel](#) [Submit](#)

* Indicates required field notification.

* Assignee: All Employees and Users

Delegate your response
 Transfer notification ownership

Name	User Name	Email	Organization
HARDY, ROBIN	HARDY.ROBIN.TMA		TMA OFC OF CHIEF PHARMACEUTICAL OPS
HARDY, ROBIN (CTR)	HARDY.ROBIN.L		BTA Operating Unit

Comments: Example of Reassign

[Return to Worklist](#) [Cancel](#) [Submit](#)



6. Enter the name of the employee. **HARDY, ROBIN%** (Last Name, First Name). To establish a new approver for the request. If a partial name is entered, as in this example, a filter will display a list of values that match the criteria. Click the name link that matches the new approver's name.

Worklist > Notification Details >

Reassign Notification: Absence Request (24-FEB-2015 to 24-FEB-2015) for SERVICE, SAM TMA (8 hours) requires approval

Use 'Delegate' to give another user authority to respond to a notification on your behalf, while still retaining ownership or 'Transfer' to give another user complete ownership of and responsibility for that notification. [Cancel](#) [Submit](#)

* Indicates required field notification.

* Assignee: All Employees and Users

Delegate your response
 Transfer notification ownership

Comments: I am away from the office, can you review the Request and approve?

[Return to Worklist](#) [Cancel](#) [Submit](#)



7. Enter comments in the **Comment** field to record the reason for reassigning the request to a new approver.

8. Click the **Submit** button to complete the action. The **Absence Request** no longer appears in your **Open Worklist** items, but instead appears in the alternate **Approver's Worklist**.

Result

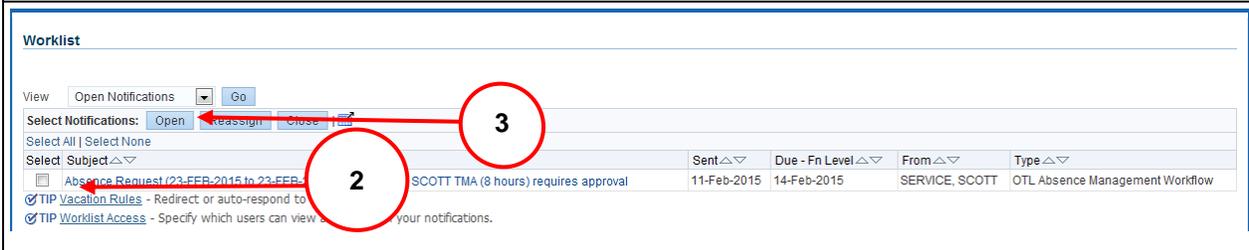
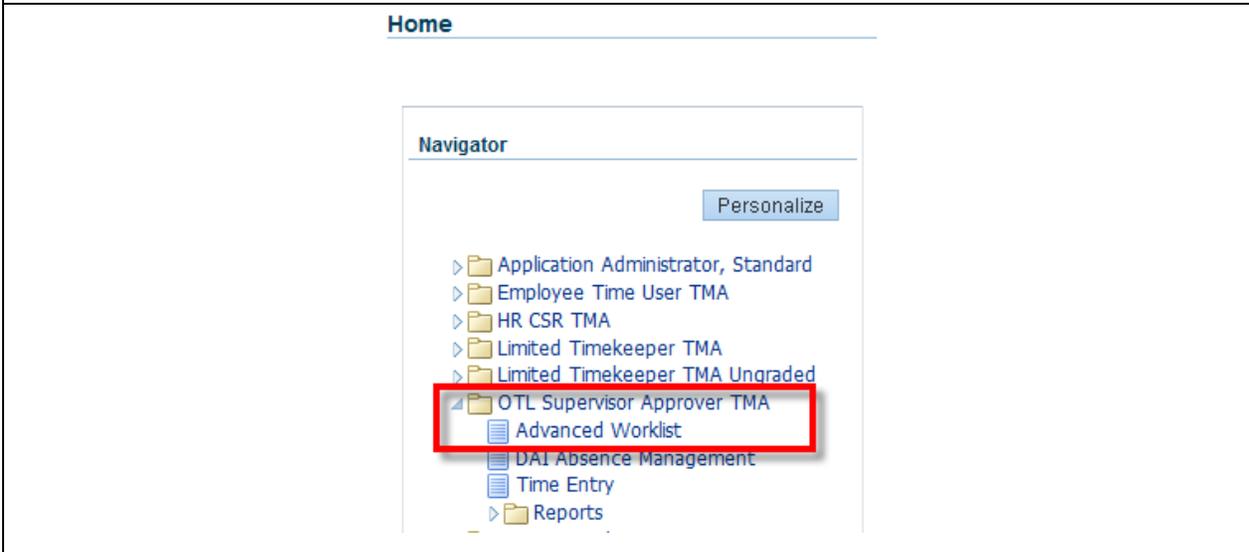
Congratulations! You have successfully Reassigned an Absence Request to an alternate approver on a temporary or permanent basis.

More Information Request to an Absence Request

Start the task using the responsibility and menu path to open the Worklist:

Responsibility: OTL Supervisor Approver <Agency>

Menu Path: Advanced Worklist link



2. Click the box in the **Select** column for the Notification which needs to be reviewed.
Note: To select all boxes in the list click the **Select All** link; to unselect all boxes click the **Select None** link. Select multiple boxes to view only those notifications in a set without returning to the **Worklist** screen.

3. Click the button to view the notification(s) selected.



More Information Request to an Absence Request

Worklist >

Absence Request (23-FEB-2015 to 23-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval

Approve Reject Reassign **More Information Request**

From: SERVICE, SCOTT
 To: SERVICE, STEVE
 Sent: 11-Feb-2015 13:30:05
 Due: 14-Feb-2015 13:30:05
 ID: 51801854

Employee Details

Employee Name: SERVICE, SCOTT TMA Employee Number: 11892
 EMail Address: SCOTT.SERVICE@TMA.MIL Business Group: Setup Business Group
 Supervisor: SERVICE, STEVE TMA Organization: TMA OFC OF CHIEF PHARMACEUTICAL OPS

Current Absence Details

Type
 FMLA Leave Code

Duration Start Date Full Day Leave Start Time End Time
 End Date Full Day Leave Start Time End Time

Total Hours
 Comments

Accrual Balances

Accrual Type Balance
 No results found.

Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Action History

Num	Action Date	Action	From	To	Details
1	11-Feb-2015 13:30:05	Submit	SERVICE, SCOTT	SERVICE, STEVE	

Return to Worklist
 Display next notification after my response

Approve Reject Reassign **More Information Request**

4. The **Absence Request** screen opens. The approver may scroll down using the scrollbar to view additional details. If missing or incomplete information is required to make a decision, the approver may submit a request for more information. Click the **More Information Request** button to open the **Request Information** screen.

Note: Best practice is to **Reject** the **Absence Request Notification** with comments rather than using the **More Information Request**.

More Information Request to an Absence Request

Worklist > Notification Details >

Request Information: Absence Request (23-FEB-2015 to 23-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval
* Indicates required field Cancel Submit

More Information Request

Request More Information From Workflow Participant SERVICE, SCOTT Any User All Employees and Users 

* Information Requested

5 Return to Worklist Cancel Submit

5. Keep the **Workflow Participant** default option (original requestor) or click in the **Request More Information From** field drop down list and select an alternate **Workflow Participant**, if necessary and if additional options are available, **OR** continue to **Step 6** to use the **Any User** functionality.

Worklist > Notification Details >

Request Information: Absence Request (23-FEB-2015 to 23-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval
* Indicates required field Cancel Submit

More Information Request

Request More Information From Workflow Participant Any User All Employees and Users 

* Information Requested

6 Return to Worklist Cancel Submit

6. Select the radio button **Any User**, do not change the default of **All Employee and Users**, and click on the  icon to open the **Search and Select: User or Role** form.

Search and Select: User or Role Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search

7

Select	Quick Select	Name	User Name	Email	Organization
<input type="radio"/>		HARDY, ROB	HARDY.ROB.DAU	ROB.HARDY@DAU.MIL	DAU TEST ORGANIZATION
<input type="radio"/>		HARDY, ROBIN	HARDY.ROBIN.TMA		TMA OFC OF CHIEF PHARMACEUTICAL OPS
<input checked="" type="radio"/>		HARDY, ROBIN (CTR)	HARDY.ROBIN.L		BTA Operating Unit
<input type="radio"/>		HARDY, SHARON	HARDY.SHARON.B		DEM MDA, MATRIX DIRECTORATE (ENGINEERING)
<input type="radio"/>		Hardy, Robyn	HARDY.ROBYN.DENISE		BFKR (INACTIVE)

7. Enter "HARDY," the employee's Last Name, in the **Search By** field and click the button.

Select the employee name using the option to populate the name in the **Request More Information from** field.

Worklist > Notification Details >

Request Information: Absence Request (23-FEB-2015 to 23-FEB-2015) for SERVICE, SCOTT TMA (8 hours) requires approval Cancel Submit

* Indicates required field

More Information Request

Request More Information From Workflow Participant

Any User

* Information Requested

8

8. Click the **Submit** button to activate the processing of the request for more information from the original employee or the selected user.

Note: After requesting more information for a notification, that notification does not appear in your Worklist as an open notification until the user you specified responds to your request.

However, you may still review the notification while your request is pending by choosing to view 'Notifications From Me' in your Worklist. Then open the **Notification Details** page for the notification you selected.

If the approver does not desire to wait any longer for the additional information requested, he/she may respond to the notification (approve/reject the timecard) using the **Response** section of the **Notification Details** page. The pending request for more information is thus canceled.



9. Click the **Advanced Worklist** link to display the **Worklist**.

10. Select the **Notifications From Me** option in the **View** drop down list of values. Click the **Go** button to view the list of notifications.

Select	To	Subject	Sent	Due - Fn Level	Type
<input type="checkbox"/>	HARDY, ROBIN (CTR)	More Information Requested: Absence Request (23-FEB-2015 to 23-FEB-2015) for SERVICE, SCOTT TMA (8 hours)s require: approval	18-Feb-2015	20-Feb-2015	OTL Absence Management Workflow

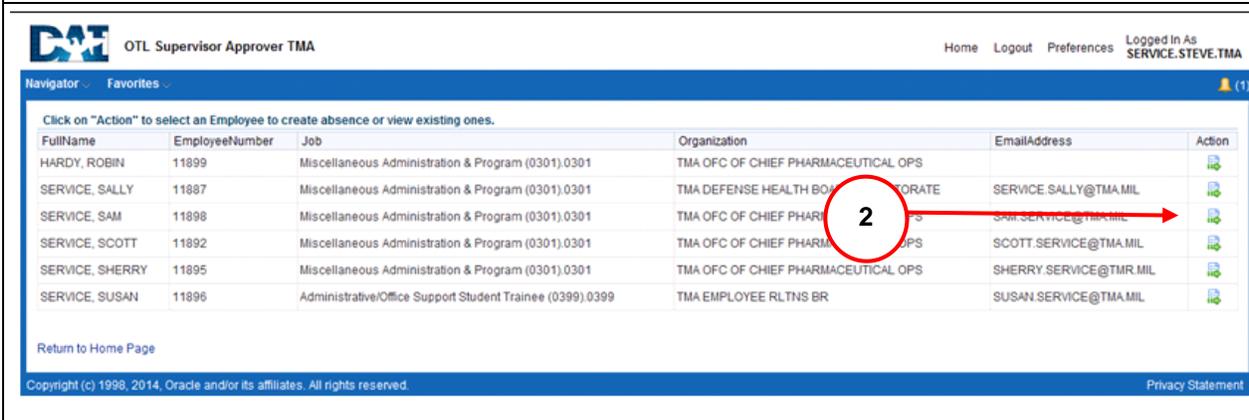
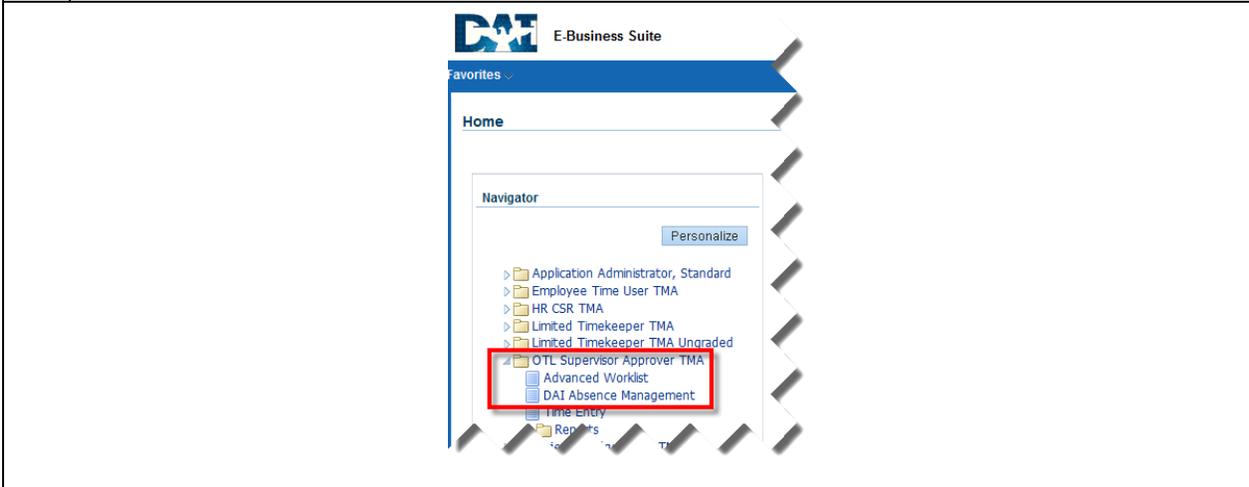
11. The list of notifications displays the **More Information Requested Timecard...** used in this training example.

Result

Congratulations! You have successfully forwarded a request for additional information to the original employee or to a selected individual.

Enter Leave Request on Behalf of Employee

1. Start the task using the responsibility and menu path to open the Worklist:
Responsibility: OTL Supervisor Approver <Agency>
Menu Path: DAI Absence Management link



2. Select the appropriate person in the Hierarchy by clicking on the **“Action”** button for that person.



OTL Supervisor Approver TMA

Home Logout Preferences Logged In As SERVICE.STEVE.TMA

Absence Requests Summary Page

Employee Details

Employee Name: SERVICE, SAM TMA Employee Number: 11898
E-Mail Address: SAM.SERVICE@TMA.MIL Business Group: Setup Business Group
Supervisor: SERVICE, STEVE TMA Organization: TMA OFC OF CHIEF PHARMACEUTICAL OPS

Absence Summary Accrual Balances

Simple Search

Type: [] Status: []
From Date: [] To Date: []
Go Clear

Absence Request Summary

Start Date	End Date	Duration (Hours)	Type	Status	Attachments	Details	Update	Withdraw
20-Feb-2015	20-Feb-2015	8	LA - Annual Leave	Approved	[]	[]	[]	[]
09-Feb-2015	09-Feb-2015	8	KA - Leave Without Pay (LWOP)	Approved	[]	[]	[]	[]

Return to Previous Page

3. Click on the **Create Absence** button and follow the procedures outlined in the “R12 OTL Absence Management – Employee” Work Instruction on how to enter a **Absence Request**, located on the **DEPS** system website.

Result

Congratulations! You have successfully located an employee whom the OTL Supervisor Approver can enter an Absence Request on behalf of the Employee.