

# How TO: View Absence Requests

File View Back Forward Approve Reject View Days/Hours Refresh Year: 2008

## View Requests King Gary

- Browse
- Employees
- Request Absence
- View Requests**
- Record Absences
- Reports
- User Access
- User Profiles
- Security Groups
- Audit Trail
- Parameters
- Setup

**Details**

Employee Number : 00002      Start Date : 01/02/1998  
 Surname : King      Grade : Level one  
 First Name : Gary      Department : Finance

Drag a column header here to group by that column

Surname	First Name	Dep. Name	Description	Start Date	End Date	Duration	Period
Susan	Susan	Development	Annual Leave	10/10/2008	10/10/2008	1	
Nouma	Isabella	Sales	Annual Leave	10/10/2008	10/10/2008	1	
Cowan	Carrie	Administration	Annual Leave	06/10/2008	06/10/2008	1	
Cowan	Carrie	Administration	Annual Leave	08/10/2008	08/10/2008	1	
King	Gary	Finance	Annual Leave	07/10/2008	07/10/2008	1	

A list of employees that have requested leave

View a list of employees that are in the same Work Groups and that have requested leave for the same dates

Comments: Other Absences in work Group

Surname	Firstname	Absence	Start Date	End Date	Period	Already Approved
Nouma	Isabella	Annual Leave	10/10/2008	10/10/2008		<input type="checkbox"/>

**Approve/Reject the employee leave requests using the Approve or Reject buttons**