

Manager- Approving Timesheet Submissions

Any leave requests submitted by Employees will route for approval to Managers, these types of requests will be classified as "Absence Request" and can be approved via e-mail or via the HRMS tile.

Option 1:

There is an Absence Request awaiting your approval

Employee Id: 6001111111- Adrian Rodriguez

Department: PeopleSoft

Job Title: Project Specialist

Absence Start Date: 2020-03-04

Absence Name: 250060 - AT VAC - Vacation Leave

Absence End Date: 2020-03-04

Status: Submitted

Comments: testing outlook emails

1

Email Method:

1. Approver will receive the **approval e-mail** notification.
2. At the bottom of the e-mail, click on the **hyperlink** to open the document.
3. Enter your UTEP credentials to log in to PeopleSoft, you will then see the document displayed.

Please use the following link to view the transaction:

https://zaih-uat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/ROLR.GBL?Action=U&TRANSACTION_NBR=980867&EMPLID=6001517351820-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04

2



3

UTEP Single Sign On

Username

Password

New Account/Change Password

Sign In

Option 2:

1. Log into PeopleSoft, from the **Employee Self Service** homepage, select the **HRMS Approvals** tile.
2. Under Pending Approvals, select the **Absence Requested** request from the list (each row contains: employee name, absence type, start and end date).

Employee Self Service

Employee Self Service

HRMS Approvals

1



2

Pending Approvals

All



2

2 rows

Absence Request Chris Sanchez	Vacation Leave, 16 Hours 04/26/2023 To 04/27/2023	Routed 04/26/2023	>
Cancel Absence Chris Sanchez	Vacation Leave 04/26/2023 To 04/27/2023	Routed 05/16/2023	>

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Absence Request

Chris Sanchez
Manager

4

Approve

Deny

Pushback

Absence Details

Absence Name Vacation Leave

End Date 04/27/2023

Start Date 04/26/2023

Duration 16 Hours

Partial Days None

3.a

Current Balance 16.00 Hours [Disclaimer](#)

3b

Requester Comments

There are no requester comments

Request History >

Approver Comments

Approval Chain >

5

Cancel

Approve

Submit

You are about to approve this request.

Approver Comments

Review the details on the approval page.

3. The page displayed will show:

3a. **Absence Details**

3b. **Current leave balance**

3c. **Attachments**, if applicable.

4. Select: **Approve** to approve the request, select **Pushback** to send back the request, or select **Deny** to terminate the request. Please note, comments are required when pushing back or denying transactions.

5. Click the **Submit** button to complete the process