Manager– Approving Employee 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:

1. Log into PeopleSoft, from the Employee Self Service homepage select the HRMS Approvals tile.
2. Under Pending Approvals, select an Absence Request from the list (each row contains: employee name, absence type, start and end date).
3. E-mail 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 into PeopleSoft, you will then see the document displayed.

Option 2:

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

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

Please use the following link to view the transaction: https://zaihuat.utshare.utsystem.edu/psp/ZAIHUAT/EMPLOYEE/HRMS/c/RQRT/R.GBL?
Action=U&TRANSACTION_NBR=980867&EMPLID=60015173518
20-03-04&PIN_TAKE_NUM=250060&END_DT=2020-03-04

Company: UTEP Single Sign On

View By

<table>
<thead>
<tr>
<th>View By</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>3</td>
</tr>
<tr>
<td>Absence Request</td>
<td>1</td>
</tr>
<tr>
<td>Reported Time</td>
<td>2</td>
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</table>

All

<table>
<thead>
<tr>
<th>Reported Time</th>
<th>Quantity for Approval 40.00 Hours</th>
<th>Routed 04/14/2020</th>
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</thead>
<tbody>
<tr>
<td>Adrian Rodriguez</td>
<td>04/06/2020 - 04/10/2020</td>
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<table>
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<tr>
<th>Reported Time</th>
<th>Quantity for Approval 24.00 Hours</th>
<th>Routed 04/14/2020</th>
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<tbody>
<tr>
<td>Jesse James</td>
<td>04/16/2020 - 04/17/2020</td>
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</table>

<table>
<thead>
<tr>
<th>Absence Request</th>
<th>Sick Leave, 8 Hours</th>
<th>Routed 04/14/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris Sanchez</td>
<td>04/30/2020</td>
<td></td>
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</tbody>
</table>
Review the details on the approval page.
1. The page displayed will show:
   1a. **Absence Details**
   1b. **Current leave balance**
   1c. **Attachments**, if applicable.
2. 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.
3. Click the **Submit** button to complete the process.