Payroll Coordinator

Approve Pending Absence Request on Behalf of Line Manager

CloudVergent 360

Payroll Coordinator

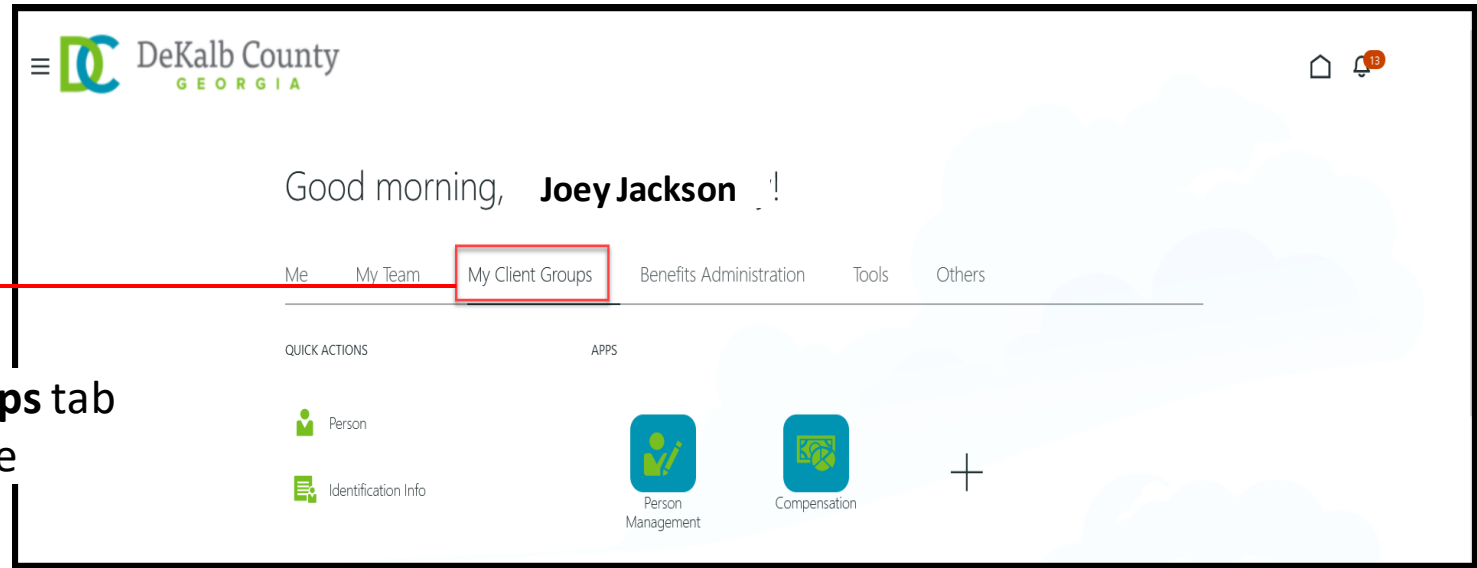## Approve Pending Absence Request on Behalf of Line Manager

Payroll Coordinators are encouraged to gain approval from the line manager before submitting leave request on behalf of an employee.

CloudVergent 360

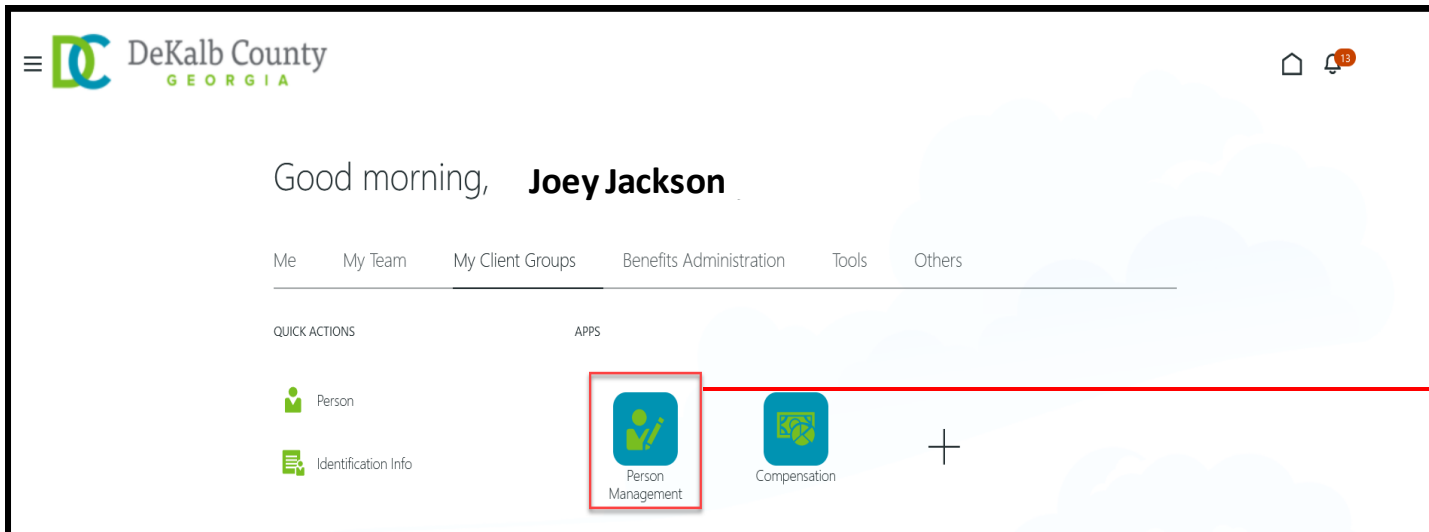# Approve Absence Request on Behalf of Line Manager

1

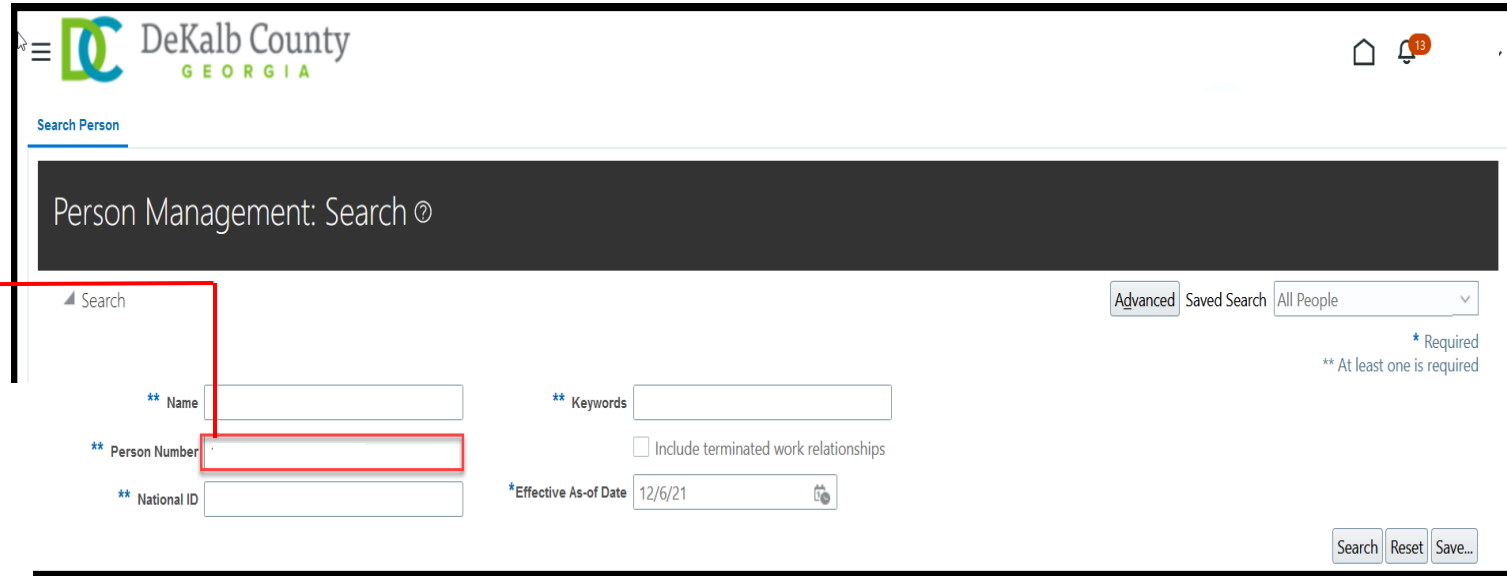Select the **My Client Groups** tab from the CV360 homepage

2

Select the **Person Management** tile within the Apps area

Approve Absence Request on Behalf of Line Manager

3

From the **Person Management: Search** page, key in the **Name** or **Employee Number** of the Employee

Employees may be searched by **Name**, **Person Number**, or by **Keywords**
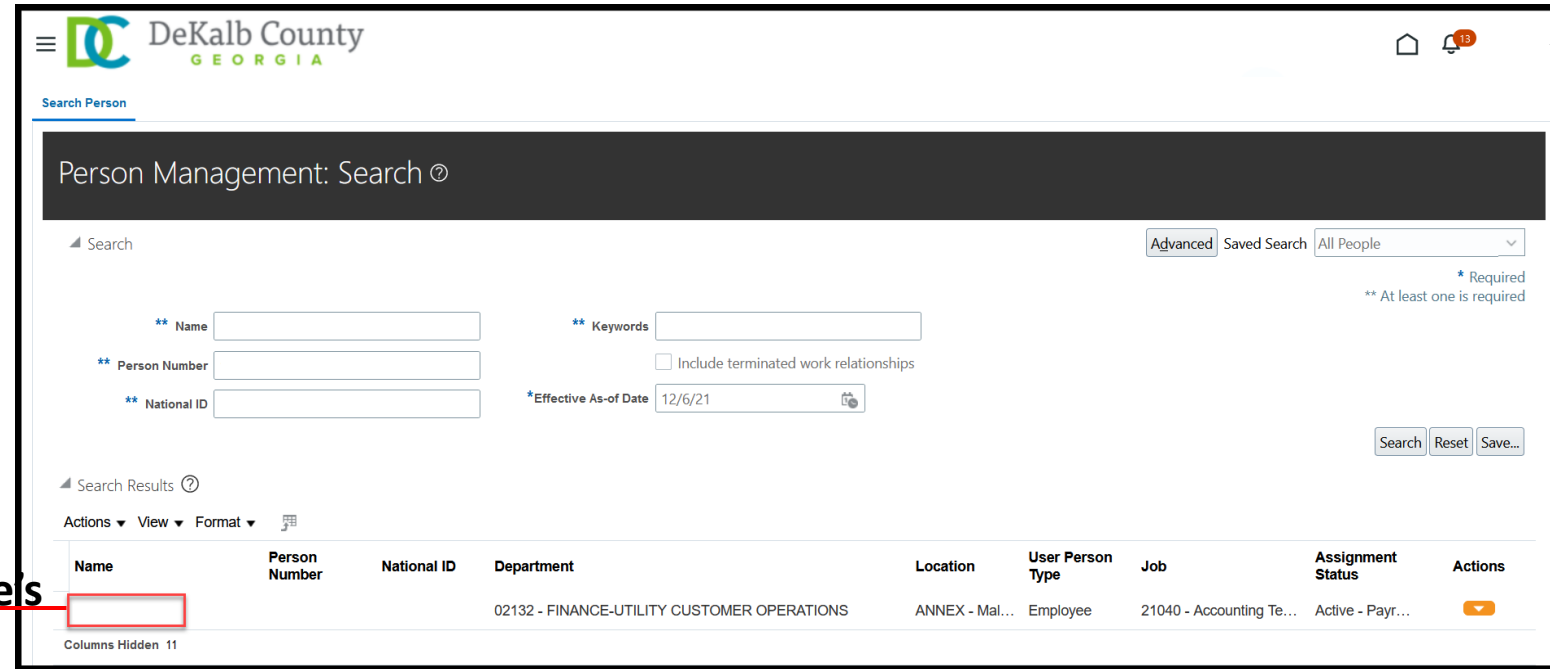
4

Select the **Search** button

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5

From the **Search Results** section, select the **Employee's Name** link

Search Person

Person Management: Search ⓘ

◢ Search

Advanced | Saved Search | All People

* Required
** At least one is required

** Name		** Keywords		
** Person Number			☐ Include terminated work relationships	
** National ID		* Effective As-of Date	12/6/21	
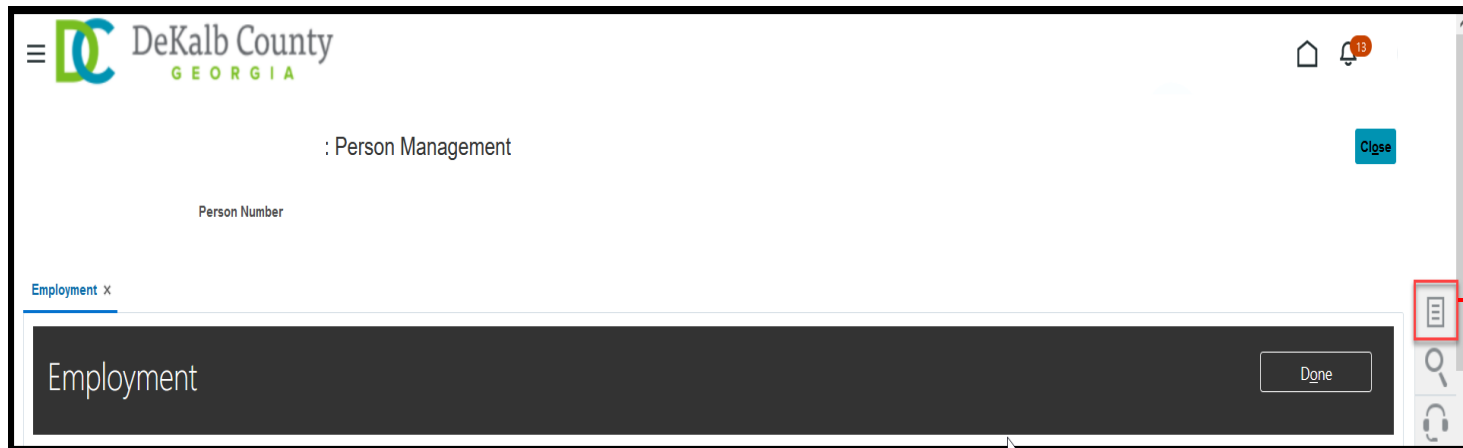
Search | Reset | Save...

◢ Search Results ⓘ

Actions ▾ | View ▾ | Format ▾

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	▾

Columns Hidden 11

: Person Management

Close

Person Number

Employment ✕

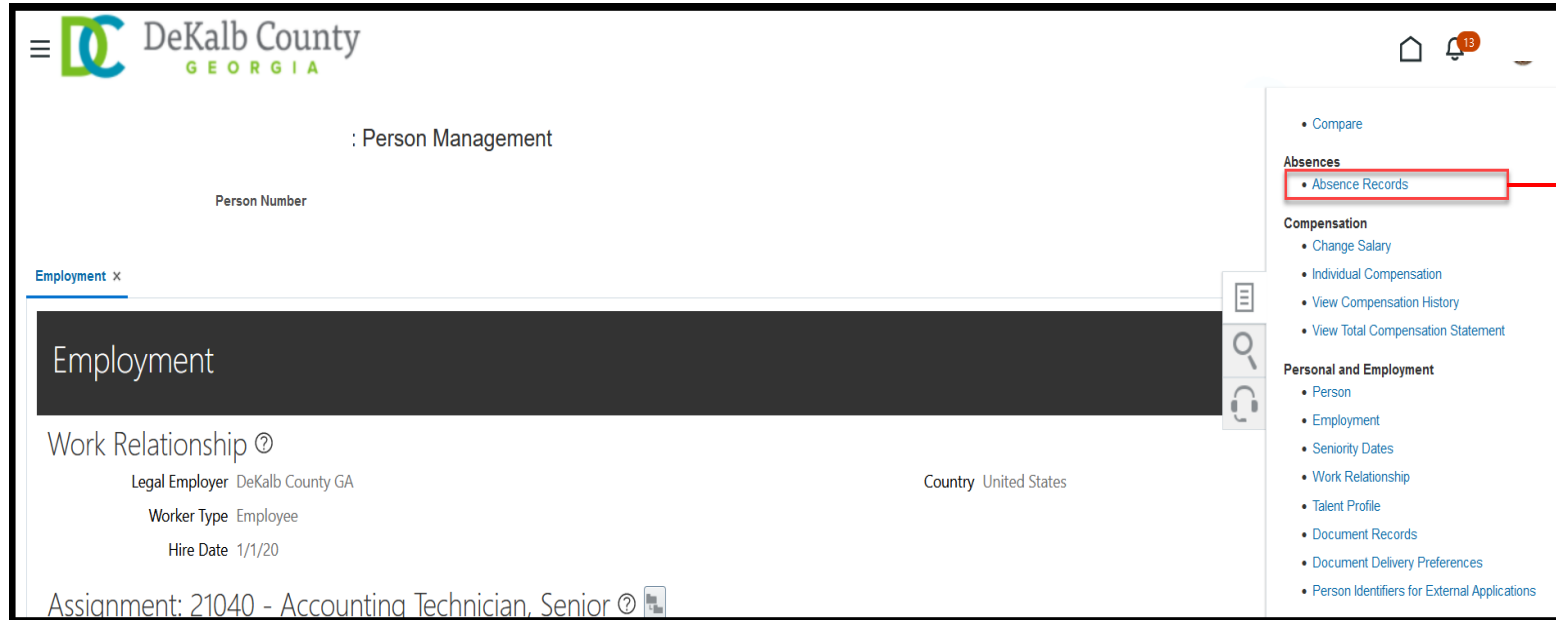## Employment

Done

6

From the Employment page, select the **Panel Drawer** icon

Approve Absence Request on Behalf of Line Manager

7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

Approve Absence Request on Behalf of Line Manager

Validate the "Awaiting Approval" Leave Status in the Existing Absences section

8

◢ Existing Absences ?

View ▼   ✚ Add   ⚙ Recalculate ▼   Time Period [Last 6 months   ▼]   Type [▼]   Status [▼] ➡   ▦ Detach

Dates			Employer	Type	Assignment	Duration	Status	Processing Status	Actions
8/17/22 - 8/17/22			DeKalb County GA	Sick Leave	16005 - Depu···	8 Hours	📅 Scheduled	✅	🔽
8/12/22 - 8/12/22			DeKalb County GA	Annual Leave	16005 - Depu···	8 Hours	🔵 Awaiting approval	✅	🔽
6/21/22 - 6/24/22			DeKalb County GA	Annual Leave	16005 - Depu···	32 Hours	✅ Completed	✅	🔽
4/21/22 - 4/25/22			DeKalb County GA	Bereavement	16005 - Depu···	24 Hours	✅ Completed	✅	🔽
4/15/22 - 4/15/22			DeKalb County GA	Annual Leave	16005 - Depu···	8 Hours	🚫 Withdrawn	✅	🔽

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Line Managers are responsible for approving all pending absence request on behalf of their employees. The absence status will read "Awaiting Approval" if the line manager hasn't approved the pending leave request.

Approve Absence Request on Behalf of Line Manager

◢ Existing Absences ⑦

View ▾   ✚ Add   ⚙ Recalculate | ▾   Time Period [Last 6 months ▾]   Type [▾]   Status [▾]   ➡   🖳 Detach

Dates			Employer	Type	Assignment	Duration	Status	Processing Status	Actions
8/17/22 - 8/17/22	✓		DeKalb County GA	Sick Leave	16005 - Depu···	8 Hours	📅 Scheduled	✓	⬇
8/12/22 - 8/12/22			DeKalb County GA	Annual Leave	16005 - Depu···	8 Hours	🕐 Awaiting approval	✓	⬇
6/21/22 - 6/24/22			DeKalb County GA	Annual Leave	16005 - Depu···	32 Hours	✓ Completed	✓	⬇
4/21/22 - 4/25/22			DeKalb County GA	Bereavement	16005 - Depu···	24 Hours	✓ Completed	✓	⬇
4/15/22 - 4/15/22			DeKalb County GA	Annual Leave	16005 - Depu···	8 Hours	🚫 Withdrawn	✓	⬇

9   Select the applicable "Leave Date" in the Existing Absences section.

Approve Absence Request on Behalf of Line Manager

10 Select the Submit button to approve the Absence Request on behalf of the Line Manager

Absence Administration ⓘ

| | Save | **Submit** | Cancel |

Absence Type Annual Leave

Assignment 16005 - Deputy Director Inv Technology

[Basic Mode]

Advanced Mode

View ▾   ＋ Add   ＋ Add Range of Dates   ↻ Add Weekly Recurrences   ✕ Delete

*Start Date	Duration	*Job or Assignment or ID
8/12/22 📅	8 Hou	16005 - Deputy Director Inv Technology
	Total	8 Hours

! *When leave request are submitted by Payroll Coordinators, the request is automatically approved. Absence Administrators are encouraged to speak with the line manager before approving any absence requests.*

Approve Absence Request on Behalf of Line Manager

11

Select the OK button to confirm the leave submittal

Basic Mode

ces ✕ Delete

ID

Inv Technology

✅ **Confirmation**

The request was submitted.

OK

Approve Absence Request on Behalf of Line Manager

◢ Existing Absences ⑦

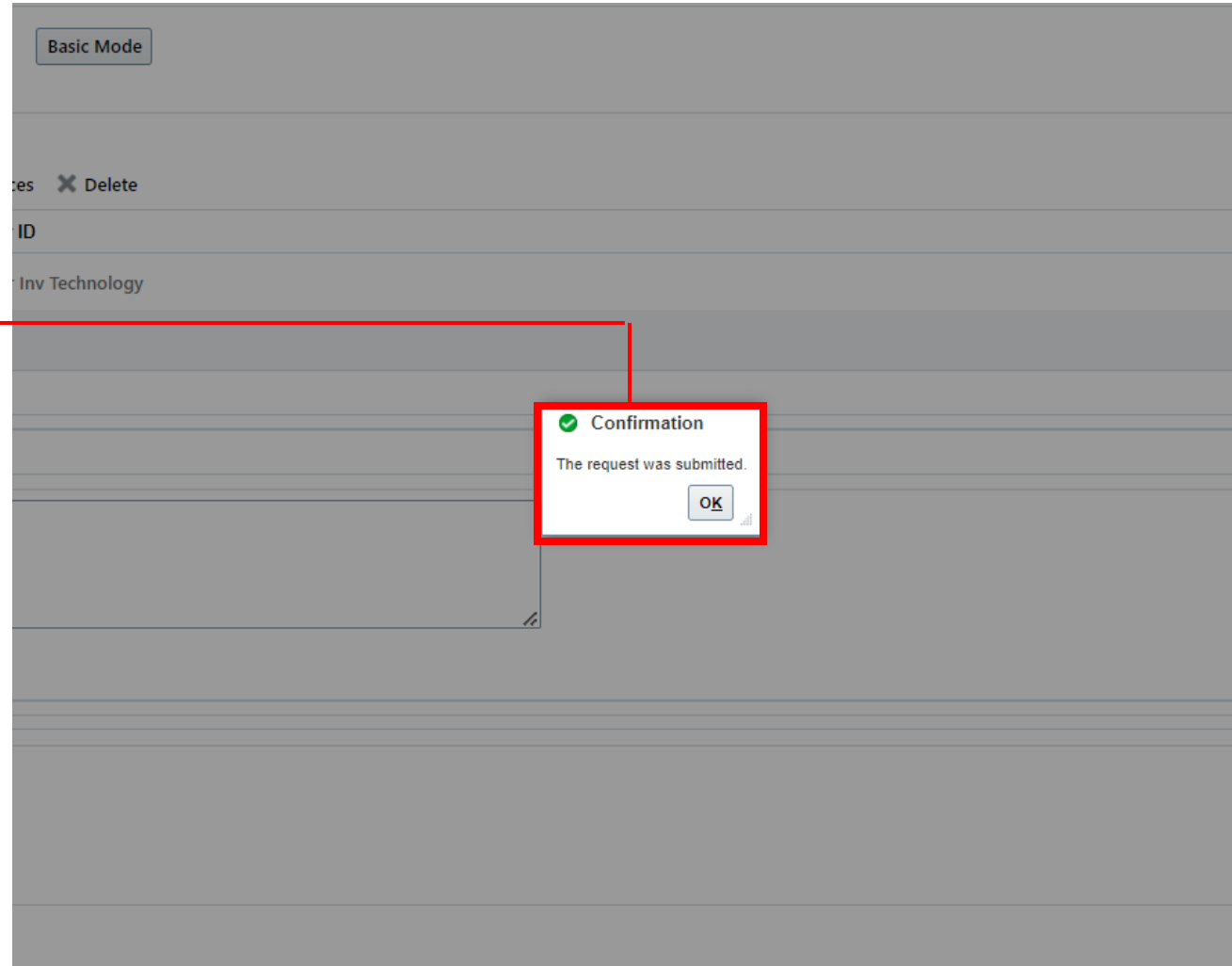View ▼   ✚ Add   ⚙ Recalculate ▼   Time Period Last 6 months ▼   Type ▼   Status ▼   ➲   🖼 Detach

Dates			Employer	Type	Assignment	Duration	Status	Processing Status	Actions
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6/21/22 - 6/24/22			DeKalb County GA	Annual Leave	16005 - Depu…	32 Hours	✅ Completed	✅	🔽
4/21/22 - 4/25/22			DeKalb County GA	Bereavement	16005 - Depu…	24 Hours	✅ Completed	✅	🔽
4/15/22 - 4/15/22			DeKalb County GA	Annual Leave	16005 - Depu…	8 Hours	🚫 Withdrawn	✅	🔽

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Validate the leave submission. The leave status should change from "Awaiting Approval" to " Scheduled". The employee can now take the approved leave time.