

Approve Absence Request on Behalf of Line Manager

Lesson Objective:

Upon completion of the Approve Absence Request on Behalf of Line Manager lesson, you will be able to:

Objective

- Approve an employee's pending absence request on behalf of their Line Manager



Line Managers are responsible for acting on all pending absence requests; a request shows "Awaiting Approval" when it hasn't been reviewed.

Payroll Coordinators submitted absence requests are auto-approved, but Absence Administrators should confirm with the Line Manager before approving any request.

Once approved, the absence status changes from "Awaiting Approval" to "Scheduled," allowing the employee to take the leave.

Focus



- Understand how pending absence requests are displayed and how to verify their current status before approval.
- Learn the approval process used by Coordinators when acting on behalf of Line Managers for employee leave.
- Gain clarity on validating leave details to ensure accuracy and appropriate routing.

Navigation

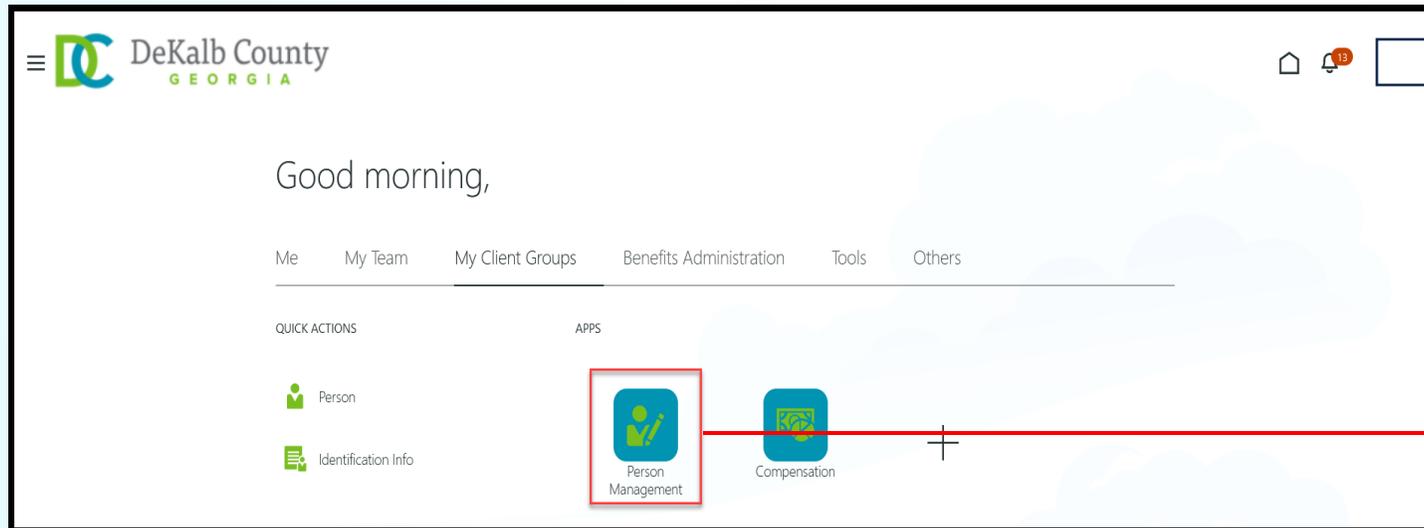
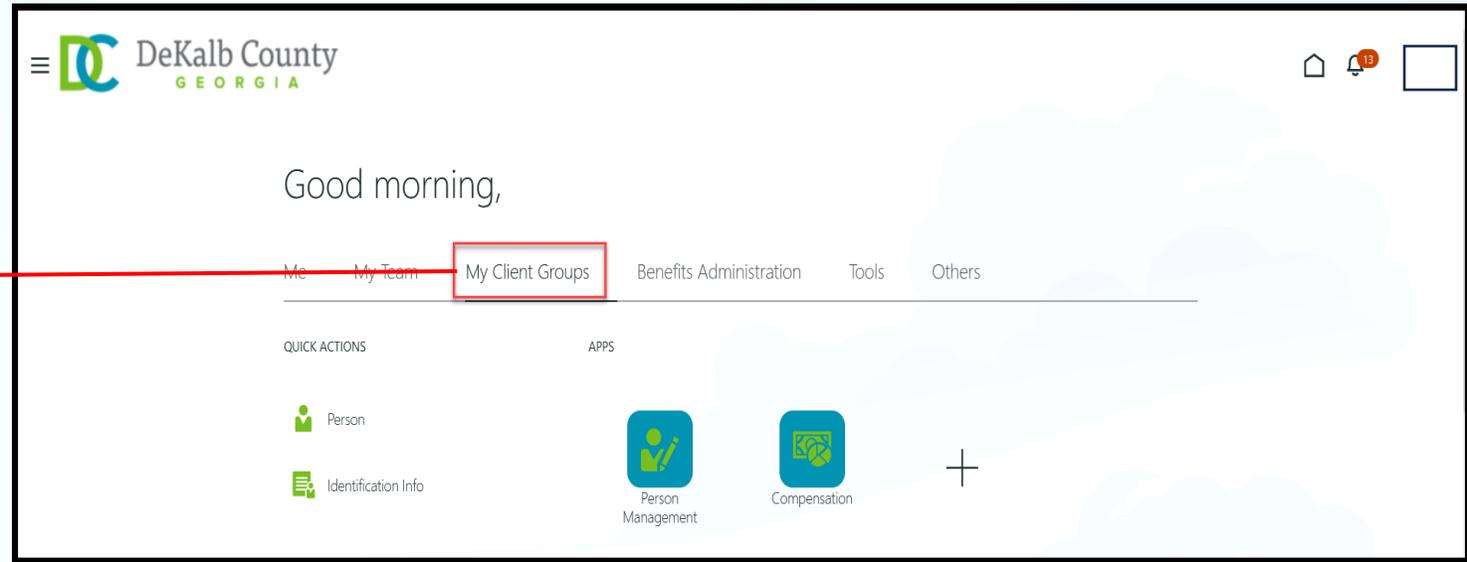


My Client Groups →
Person Management →
Search →
Panel Drawer →
Absence Records (Absences group)

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

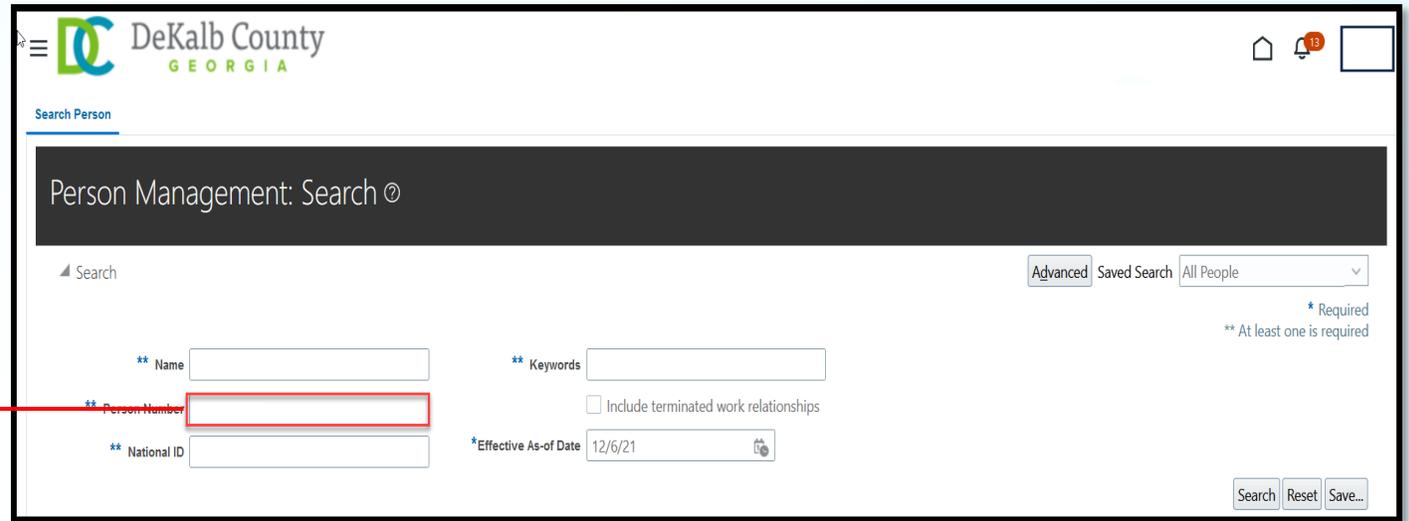


2

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

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



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

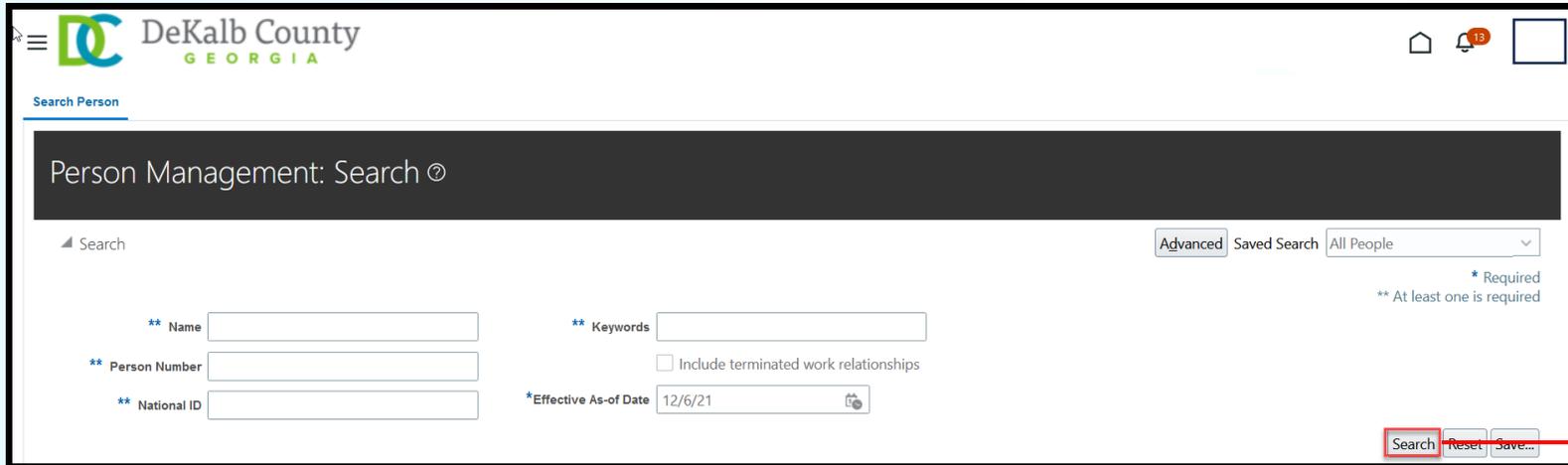
** National ID

* Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

** Name

** Keywords

** Person Number

** National ID

* Effective As-of Date 12/6/21

Include terminated work relationships

* Required
** At least one is required

Search Reset Save...



Search by Name, Person Number, National ID or Keywords



Select the Search button

Troubleshooting



Ensure the search criteria (Name, Person Number, or National ID) are entered correctly. Inaccurate or incomplete input may result in no records being displayed.

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From the Search Results section, select the employee's name link



Person Management: Search

Search Advanced Saved Search All People

** Name ** Keywords

** Person Number Include terminated work relationships

** National ID * Effective As-of Date

Search Reset Save...

Search Results

Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
Lakethia Mccray	<input type="text"/>		03220 - SHERIFF'S ...	SO-JJTO - S...	Employee	32130 - Detention Serg...	Active - Payr...	

DeKalb County GEORGIA

Lakethia Mccray: Person Management Close

Person Number

Employment x

Employment Done



From the Employment page, select the Panel Drawer icon

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The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo. The user is logged in as 'Lakethia Mccray: Person Management'. Below the name is a 'Person Number' input field. A navigation menu on the left shows 'Employment' selected. The main content area displays 'Employment' details for 'Work Relationship' and 'Assignment: 32130 - Detention Sergeant'. The 'Work Relationship' section includes 'Legal Employer: DeKalb County GA', 'Worker Type: Employee', and 'Hire Date: 5/26/15'. The 'Assignment' section includes 'Action: Promotion', 'Action Reason: Competitive Promotion', 'Effective Start Date: 8/30/25 (1 of 1)', and 'Effective End Date'. A sidebar menu on the right is open, showing categories: 'Absences' (with 'Absence Records' highlighted in a red box), 'Payroll', 'Compensation', and 'Personal and Employment'. A red line connects the 'Absence Records' link to a blue circle with the number '7' on the right side of the slide.



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

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Validate the “Awaiting Approval” Leave Status in the Existing Absences section

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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	✓	▾

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.

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

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



Absence Administration 

Absence Type Annual Leave Basic Mode

Assignment 16005 - Deputy Director Inv Technology

Advanced Mode

View  + Add + Add Range of Dates  Add Weekly Recurrences  Delete

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

Buttons: Save, **Submit**, Cancel

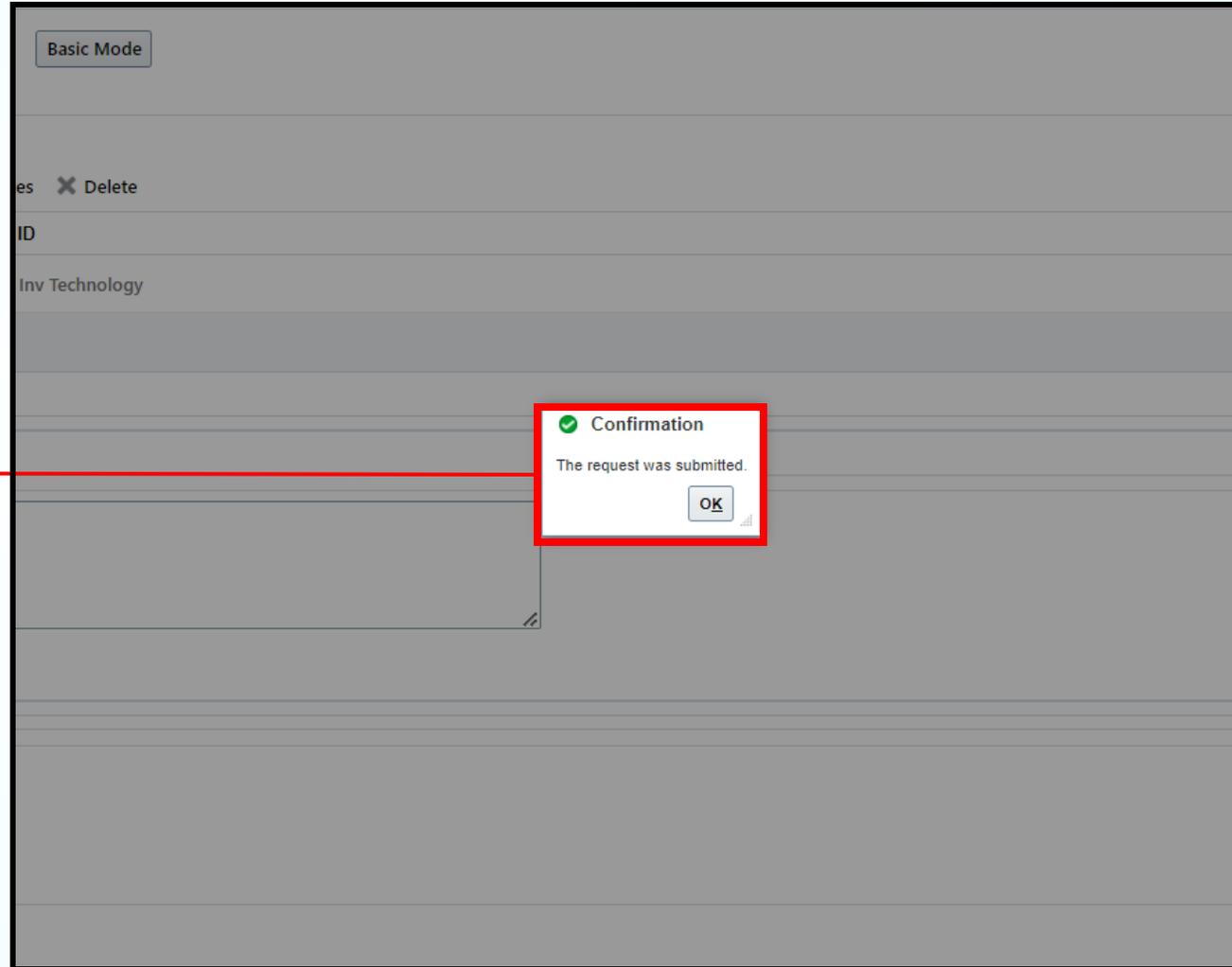


When leave requests are submitted by Payroll Coordinators, the request is automatically approved. Absence Administrators are encouraged to speak with the line manager before approving any absence requests.

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Select the **OK** button to confirm the leave submittal



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Existing Absences ?

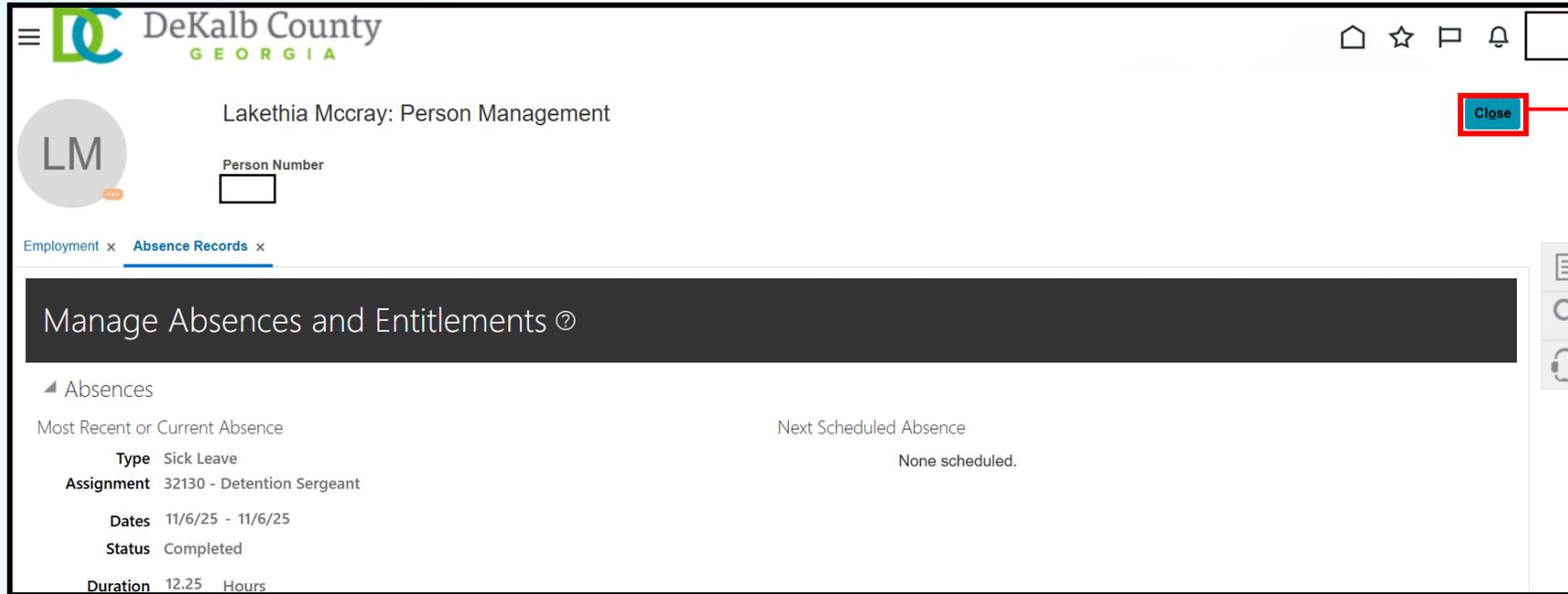
View + Add ⚙️ Recalculate ▼ Time Period Last 6 months ▼ Type ▼ Status ▼ ⊖ 📄 Detach

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		



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

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The screenshot shows the DeKalb County Georgia HR system interface. At the top left is the DeKalb County logo and name. Below it is a user profile for 'Lakethia Mccray: Person Management' with a circular avatar containing 'LM' and a 'Person Number' input field. The navigation bar includes 'Employment' and 'Absence Records'. The main content area is titled 'Manage Absences and Entitlements' and shows a table with columns for 'Most Recent or Current Absence' and 'Next Scheduled Absence'. The 'Close' button is highlighted with a red box.

Most Recent or Current Absence	Next Scheduled Absence
<p>Type Sick Leave Assignment 32130 - Detention Sergeant Dates 11/6/25 - 11/6/25 Status Completed Duration 12.25 Hours</p>	None scheduled.

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After reviewing the Absence Record details, select the **Close** button



If you are not taken directly back to the Person Search page after selecting the **Close** button, a Warning Message may appear. If it does, select the **Yes** button to return to the Person Search page

Conclusion



- This lesson guided you through how to identify and review absence requests that are awaiting approval on behalf of a Line Manager.
- You learned how to validate the request details and ensure that the correct leave entry is approved.
- You also understood the importance of verifying the updated leave status after completing the approval.
- Remember to close the page properly and acknowledge Warning Messages to return to the Person Search page.