

## HOW A SUPERVISOR CAN APPROVE ABSENCES FOR ANOTHER SUPERVISOR

In the Absence Management Approval tile, a supervisor that has the same approval access as the absent supervisor may approve absences. The approving supervisor will change the “Supervisor” drop down, to the missing supervisor.

### Absence Management Approval

Supervisor

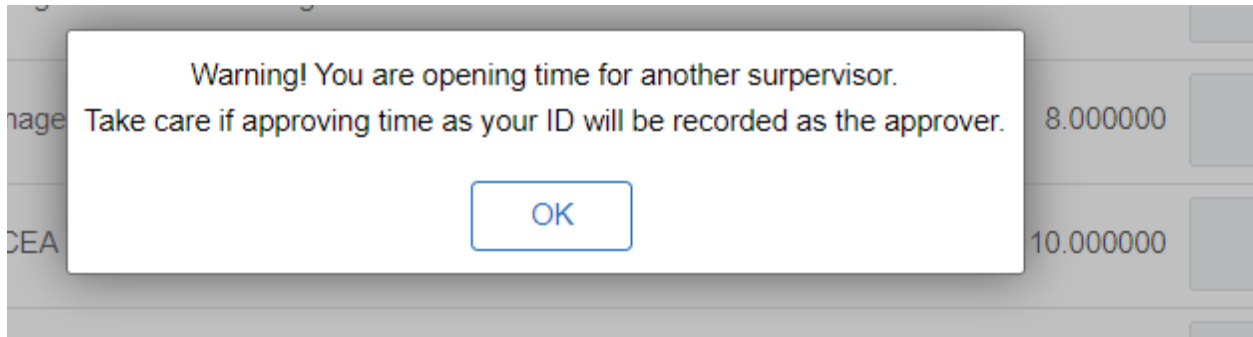
Nicole Keller

Refresh Data

Select All

Deselect All

The following warning will appear.



Click “Ok”. You can now see all absences waiting approval and may proceed with approving them.