How to Approve / Reject an Absence Request

A line manager is required to approve absence requests. To do this you will firstly receive an email notification from the system. Click on the link to access self-service

Rydych wedi derbyn cais gwyliau blynyddol trwy hunan- wasanaeth , os gwelwch yn dda fewngofnodi i ABW at y broses.

You have received an annual leave request via self-service, please log in to ABW to process.

https://abw.aber.ac.uk/agresso/

Login to Self Service and all of your current tasks can be accessed by clicking on the *tick box*

Click on Tick to view requests

Your tasks

Purchase Card Supervisor Approval (262)

Purchase Card Transactions to Code (19)

Line Manager Resource ID: ▮ Abs. code: ALEAVE

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Line Manager Approval Required Resource ID: ▮ Abs. code: ALEAVE (7)

Close

Select the absence approval that you want to view
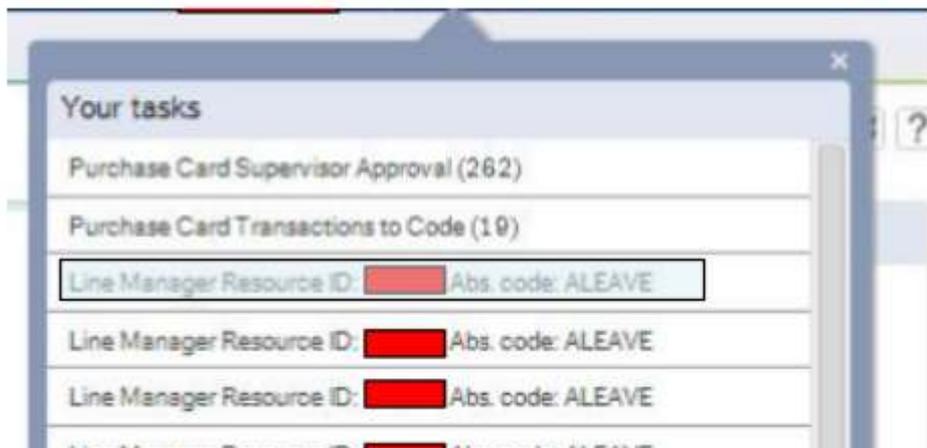
If you have a single instance of absence approval, you can highlight the item and press *approve* or *reject*

To do this press the Simple Mode button

Press *Approve*

You will receive a notification that this workflow has been actioned

If you have multiple entries that you want to action with **the same value**, select the *Simple Mode* button

Both absence requests will be ***approved.***

You will receive a notification that this workflow has been actioned

If you have multiple entries that you want to action *differently,* press the *Advanced Mode Button (Please note this is usually the default value)*

Use the check box to select the absence dates that you want to *Approve*

Press the *Approve Button*

NB: **the *action* field has been updated.**

Select the check box for the dates that you want to *reject*

Press the *Reject Button*

Press the *SAVE button (you will need to scroll the page down)*

Once saved, you will receive a notification that the absence workflow has been saved

✓ The item is successfully processed. There are no more items to process.

Once actioned, the employee will receive an e-mail notification of the outcome.