How to view an employees absence request
For Leave Coordinators

Blue (diamond shaped) navigator button – top of MyPack portal

- Human Resources Systems
  - Global Payroll & Absence Mgmt
  - Payee Data
    - Maintain Absences
  - Create and Maintain Absences

Once here click Search arrow at the top

Enter EE ID, tab to next field and hit search at the bottom of the page. (You can also do a search by a date range, department, name, etc). Then scroll down and it should show all absences entered.
<table>
<thead>
<tr>
<th>Select</th>
<th>Employee ID</th>
<th>Name</th>
<th>Emp/ Record</th>
<th>Job Title</th>
<th>Employee Status</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
<th>Absence Name</th>
<th>Reason</th>
<th>Balance</th>
<th>Original Begin Date</th>
<th>Entry Source</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>HRS</td>
<td>170101</td>
<td>Human Resources Specialist</td>
<td>Active</td>
<td>07/05/2019</td>
<td>07/05/2019</td>
<td>Annual/Vacation Leave</td>
<td>Annual/Vac</td>
<td>58:00 Hours</td>
<td>07/05/2017</td>
<td>Employee Absence Request</td>
<td>Approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0</td>
<td>HRS</td>
<td>170101</td>
<td>Human Resources Specialist</td>
<td>Active</td>
<td>07/03/2019</td>
<td>07/03/2019</td>
<td>Comp Time Taken</td>
<td></td>
<td>7:50 Hours</td>
<td>07/03/2017</td>
<td>Employee Absence Request</td>
<td>Approved</td>
</tr>
</tbody>
</table>