

How to view an employees absence request For Leave Coordinators

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

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Once here click Search arrow at the top

Create and Maintain Absence Requests

▶ Search

Absence Requests

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.

Create and Maintain Absence Requests

▼ Search

Work Flow Status

From Date Through Date

Employee ID Employee Record

Absence Name

Approver Operator ID

Department

Pay Group

HR Status

From Employee ID Through Employee ID

From Last Name Through Last Name

Action Date		
Action	From Date	Through Date
Submitted	<input type="text"/>	<input type="text"/>
Approved	<input type="text"/>	<input type="text"/>
Pushed Back	<input type="text"/>	<input type="text"/>
Denied	<input type="text"/>	<input type="text"/>
Canceled	<input type="text"/>	<input type="text"/>
Voided	<input type="text"/>	<input type="text"/>

Search Clear Search Save Search

Absence Requests

Absence Detail | Process | Forecast | Comments | Demographic

Select	*Employee ID	Name	Empl Record	Job Title	Employee Status	Department	*Start Date	*End Date	*Absence Name	Reason	Balance	Original Begin Date	Entry Source	Status
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	Human Resources Specialist	Active	170101	<input type="text" value="07/05/2017"/>	<input type="text" value="07/05/2017"/>	Annual/Vacation Leave	Annual/Ve	59.00 Hours	<input type="text" value="07/05/2017"/>	Employee Absence Request	Approved
<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>	Human Resources Specialist	Active	170101	<input type="text" value="07/03/2017"/>	<input type="text" value="07/03/2017"/>	Comp Time Taken		7.50 Hours	<input type="text" value="07/03/2017"/>	Employee Absence Request	Approved

Select All Deselect All