

View authorisation status of absence

This guide explains how to view the status of a request or record of absence (e.g. annual leave) in Staff Connect.

The Staff Connect absence management module is the only recognised University record of absence and is where you will now record absences. When you enter absence details these will be sent to your line manager or their delegate to review, authorise or reject.

Staff Connect is linked to payroll and therefore it is important that all absences are entered promptly and accurately.

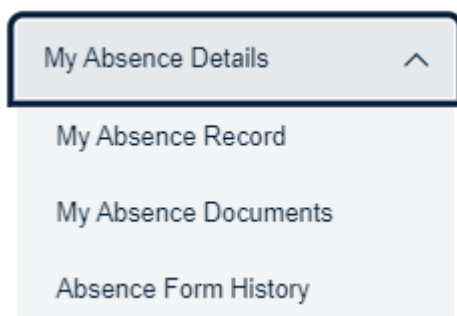
Quick Steps

Here are some quick steps on how to review the authorisation status of an absence request. Please see the section below for the full details user guide with screenshots.

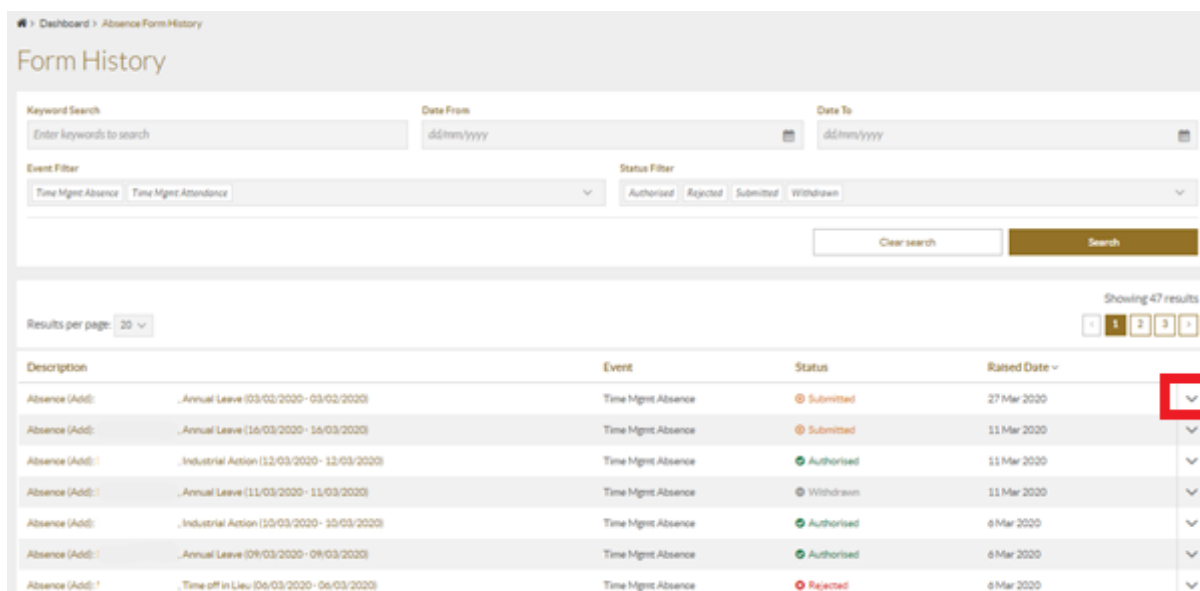
1. Click **My Absence Details** followed by **Absence Form History**
2. Find the request you wish to review and check the status column
3. Click the **down arrow** on the right of the line
4. Click the **Authorisation Progress button** (orange circle)
5. Review the details of the authoriser

Viewing authorisation status of request

Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.







Your Absence Form History page will display all requests submitted within Staff Connect. The top of the screen can be used to filter the items displayed at the bottom of the screen.



Scroll down to the bottom of the page and navigate to the absence entry line you would like to review.

Under the Status heading you will see one of the following icons:

-  **Submitted** This request is still pending review, approval or rejection from your line manager or their delegate.
-  **Authorised** This request has been approved from your line manager or their delegate.
-  **Rejected** This request has been approved from your line manager or their delegate
-  **Withdrawn** This request has been withdrawn before authorisation.

Click the **drop down arrow** on the right hand side to expand the request.

Click the **Authorisation Progress button** (orange circle) to see more details on the authorisation status.


Absence (Add): 05/01/2022 | Annual Leave (05/01/2022 - | Time Mgmt Absence | Submitted | 17 Dec 2021

Time Mgmt Absence

Employee:
Form Number: 00206781
Submitted By:
Submitted On: 17 Dec 2021

Type: AL
Action: Add
Start Date: 05/01/2022
End Date: 05/01/2022
Total Time: 7.00

Authorisation Progress



The screen will detail who the authorisation is with, or who approved or rejected your absence entry.

Available Authorisers [X]

Managers

William Hardacre
Team Manager
000004441

Close