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.

Click **Form History** from the left-hand menu in Staff Connect.

![Form History](image)

Your Form History 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- **Withdrawn**
  - You have withdrawn this request.

Click the drop down arrow on the right hand side to expand the request.
Click the circle icon to see more details on the authorisation status.

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

Available Authorisers

Managers

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