Getting started - setting up authorisation widget

This guide will show you how to use the authorisation widget which managers will use to review, approve and reject requests from their team. These requests include: training, annual leave and absence.

Employees will also need this widget to review appraisal records that have been generated by their manager.

To activate the authorisation widget on your dashboard follow the below steps:

Log in to Staff Connect – https://staffconnect.kent.ac.uk

Click the spanner icon next to Dashboard

This will give you the widget options that are available for you, including the authorisation widget that you will need in order to review absence requests.
Select **Authorisation** and it will be added to your dashboard ready for any Absence requests to be approved.
Manager View Authorisations

Each time your team member requests any kind of absence you will receive an email and a notification on the authorisation widget for a ‘Time Mgmt Absence’.

Click the down arrow next to the category to expand the view and to see the full details of the absence request click on the employee name in the authorisation widget.

This will take you to the same screen the employee completed when they raised the request and let you see the individual hours per day entered in the Planned Work Time window.

You can also view the rest of the team’s absence on the screen. The absence can also be approved or rejected from this screen by using the Authorise and Reject buttons.
For ease you can also authorise direct from the Authorisation widget.

Click the i button on the right to get a quick glance view of the request.

If this is enough information you can approve or reject the request from the authorisation widget.

Click the green tick for authorise or the red cross for reject.
Once you have clicked the tick or cross the Authorising or Rejecting totals on the left will be updated click Submit to continue

Do you want to process these authorisations/rejections?

You will now see a confirmation message either Confirm or Cancel. The employee will receive an email to confirm that the absence request has been either authorised or rejected.

If you authorise the wrong request you can go back in and delete the request or if you reject it accidentally the employee can reopen the request which sends it for approval again.