

# Absence Approval as a Campus User

When the Campus User logs into their website, they click the **Approve Absences** link to approve the absences they are responsible for.

Summary for: 04/17/2017 < Today >  Absences  Vacancies

All Schools Schools ▾ All Employee Type(s) Employee Types ▾

Total **1**

Unfilled **0** [0%]

**Filled 1** [100.0%]

No Sub Required **0**

APR 17 DAILY REPORT [Print](#)

Quick Actions

Confirmation Number  Search ?

Create Absence Create Vacancy

**Approve** 1 In the next 45 days **Reconcile** 2 In the past 30 days

**1 Filled**

Conf #	Name	School	Reason	Shift	Substitute	Created
<a href="#">253220577</a> Absence	Romanoff, Natasha Espionage Specialist	Victoria County Community ...	Personal Day	<span>●</span>	<input checked="" type="checkbox"/> <a href="#">Phil Coulson</a>	4/11/2017 9:36 AM

On the approval page, the user can enter a date range to see all absences that need to be approved in that range. Check the box on the left and click **Approve** or **Deny**. When an absence is denied, the absence is deleted but is still visible for review. Multiple absences can be approved or denied at the same time.

Absence: Approvals

Start Date: 04/04/2017 End Date: 05/26/2017 Status:  Unapproved  Partially Approved  Approved  Denied

Accounting Code: All Accounting Codes Budget Code: All Budget Codes

Search

**1 Absence Approvals** Approve Selected Deny Selected

<input type="checkbox"/>	Conf. #	Name	Date	<input checked="" type="checkbox"/>	Reason	Duration	Status	Actions
<input type="checkbox"/>	<a href="#">253220577</a>	Romanoff, Natasha Espionage Specialist	4/17/2017	<input checked="" type="checkbox"/>	Personal Day	1 day		<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny