**Approving an absence request for an employee**

If a manager receives an error message when trying to approve an absence request, this means that the request must be approved on the timesheet using the below steps.

* Open the timesheet (Manager Self-Service 🡪 Team Time 🡪 Report/Approve Time **OR** Time Approver 🡪 Time Approver 🡪 Report/Approve Time) for the employee that needs the absence request approved
* Click the Absence tab below the Submit button
* Select the checkbox next to the absences that need approval



* Click Approve



* If the approval options below are not available, please approve through the normal absence approval method (Manager Self-Service 🡪 Team Time 🡪 Absence Requests **OR** Time Approver 🡪 Time Approver 🡪 Absence Requests)