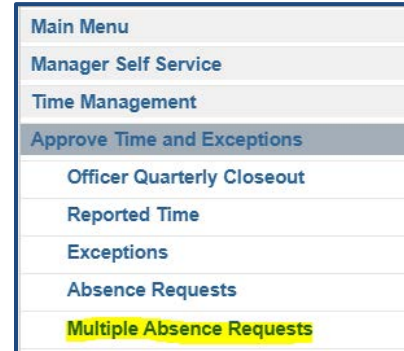


PAC - Process Multiple Absence Requests – Job Aid

Visit the HR Manager Toolkit for more information on HR related policies, processes and training.

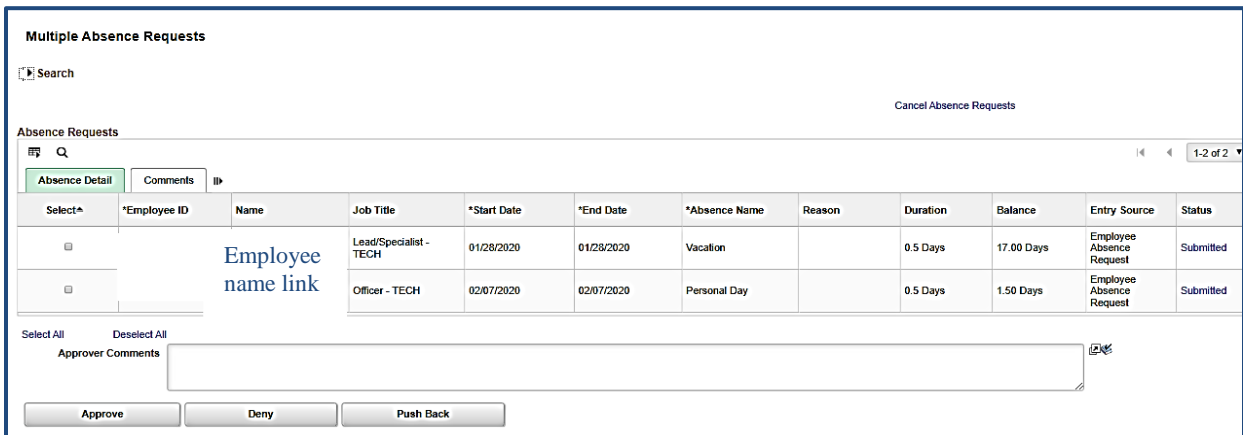
Step 1: Access Employee’s Absence Requests

Using the PAC menu, navigate to – **Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Multiple Absence Requests.**



Step 2: Review Submitted Absences

- Click the employee’s name link to **review** the details of each request.
- **Ensure** that there is enough available time in the balance for the absence.



Step 3: Take Action on the Absences

- After reviewing, check the ‘select’ box next to each entry for the desired action.
- Select the appropriate action on the bottom of the page and all selected items will be processed with that same action (e.g. approve/Push Back).