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).