## Supervisor Approval Email Notifications

PeopleSoft LSUHSC <no-reply> Test HRPAT - SSF 32072 - Action Needed - Absence for If there are problems with how this message is dia layed, click here to view it in a web browser.</no-reply>										
Your approval is requested.Email subjectClick here to review and approvechanged										
Name										
	Emplid									
Absence Name Annual Leave										
	Start Dt	t Dt 2/10/2025 8:00AM								
	End Dt	End Dt 2/12/2025 5:00PM								
	Total Hours	l Hours 24.00								
	Reason									
Position Staff Accountant										
Department Br Acct Payroll										
	Form ID 32072									
	Submitted by									
L	ast updated by	1110								
Leave Balance										
Plan	AsOfDate	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal				
Sick	12/31/2024	116.00	0.00	116.00	0.00	116.00				
Vacation	12/31/2024	176.00	0.00	176.00	0.00	176.00				
See below	for any comme	ents related	to this form:							

## Worklist Notifications



## Approval Form

Notes         Name         <	Form							
Approve : Absence Request         Form ID 32116 (Pe           Absence Information         Ist Time 8:00.MI           Ist Date (2012023)         Ist Time 8:00.MI           Ist Opie (2012023)         Ist Time 8:00.MI           Absence Trype Annual Law         Include Westend No           FILL.Obser         Include Westend No           Total Hours 2400         Hours Par Day 8:00           Comment         Include Westend No           Status         Status           Pien Actional Easies         Form 10 2016 (Pe           Status         Total Hours 2400           Comment         Include Westend No           Status         Total Hours Par Day 8:00           Comment         Include Yestend No           Status         Total Hours 7: Hours 7: Hours 1: Hours								
Abeace information         Mart Tame & EXOLAN End date 60/10/2023 Abeanes Type Annual Laker PMLL.Other Total Norrs 24.00         Mart Tame & EXOLAN End Tame & EXOLAN Total Norrs 24.00         Norrs Par Day 8.00           Comment	Staff Accountant							
Bart Date         COUNDEDS         Bart Time & BOUM           End Date         20/12/2023         End Time & BOUM           Absence Type         Annual Laave         Instuder Weeterd No           FMLA.ODBT         Hours Par Day 8.00         Command	Approve : Absence Request							
Ed bile 2012022     En The 2017       Assess Type Annullaws     Includ Western No.       Fill     Total Lows       Total rows     Hours Per Day 200	Absence Information							
Absense Type Annual Leave         Include Weekend No           FRLAUGHER         Total Hours 24.00         Hours Per Day 18.00           Comment         Comment         Comment         Comment	Start Date	02/10/2025		Start Time 8:00AM				
FMLAOBEr Total Hours 2.00         Hours Per Day 2.00           Commant	End Date	02/12/2025		End Time 5:00PM				
tation:         24.00         Hours PL Day 1.00           Comment	Absence Type	Annual Leave		Include Weekend No				
Comment         Bance         Comment         Set States         Set States      <								
Description         Description         Description         Moure 1         Andread of the description of	Total Hours	24.00		Hours Per Day 8.00				
Leve Balane         Add/Data         Balane         Approved         Ending Bal           Sick         123 12024         116.00         0.00         116.00         106.00           Vacation         123 12024         176.00         0.00         116.00         106.00           Abscreeper Der         Date 11         Hours 11         Holdsy 12         100           Abscreeper Der         Date 12         Babruary 10, 2025         Mon         8.00           2         Fabruary 11, 2025         Tue         8.00         8.00           3         February 12, 2025         Wed         8.00         8.00	Comment	1				1		
Plan         A softaste         Balane         Current Approved         Future Ending Bal         Future Ending Bal           Sick         12/31/2024         116.00         0.00         116.00         0.00         116.00           Vacation         12/31/2024         116.00         0.00         116.00         106.00           Vacation         12/31/2024         116.00         0.00         116.00           Assortce per Day         Mon         8.00         8.00           2         Pabruary 10, 2025         Vacation         8.00         8.00           3         Fabruary 12, 2025         Vacation         8.00         8.00	Balancee							
Prim         Activitie         Easing Bail         Approved         Ending Bail         Approved	Leave Balance							
Vacation         12/31/2024         176.00         0.00         176.00         152.00           Absence per Day         Day 14         Hours 14         Holiday 14           1         Fabruary 10, 2025         Mon         8.00           2         Fabruary 11, 2025         Tue         8.00           3         Fabruary 12, 2025         Wed         8.00	Plan AsOfData Balance							
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	3 February 12, 2025		Wed		8.00			
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- Approve approve request without any changes
- Recycle return request to requester for additional information
- Comments must be added if you recycle a request explaining what must be added/changed
- **Deny** reject the request
  - o **Comments** must be added as to why the request is being denied