

Absence Requests Manager Self Service LSUSH

Version Date: April 26, 2024

Table of Contents

Absence Requests Manager Self Service	
Manage Absence Requests	
Access and Approve Absence Requests via Email Link	
Access and Approve Absence Requests via the Worklist	
Access and Approve Absence Request via the Notification Bell	
Access and Approve Absence Requests via the Absence Request (SF-6) Page	
Create a Secondary Absence Approval	
Create an Absence Request for an Employee	17
Manage Multiple Absence Requests for the Same Day	
Deny an Absence Request	
Delegate Absence Approval	
Review and Revoke a Proxy	53
View Approved Absence Requests	55

Absence_Requests_Manager_Self_Service

Manage Absence Requests

You can access an employee leave approval request three ways:

- (1) Via the link provided in the approval email,
- (2) Via your PeopleSoft Worklist, or
- (3) Via the Absence Approval (SF-6) page.

All three options will be demonstrated in this module.

Access and Approve Absence Requests via Email Link

Procedure

In this topic you will learn how to Access and Approve Absence Requests using Email Link.

Step	Action
1.	You will receive an email approval request when an employee submits an absence request.
	1. Clicking the View Absence Approval Request link will take you directly to the PeopleSoft logon page.
	2. The email absence request contains information such as the absence type, start and end dates, and total number of hours.
	3. At the bottom of the page, absence balance information is provided.

a 5	ଏ ↑	↓ & -	∓ Test TST: 5	SF-6 Rqst #184522 f	or HinnerHinner/	is awaitin	g your approval - Me	sage (HTML)		n –	٥	/×/
File	Message	Acrobat	♀ Tell me wh	at you want to do.		(K)						
ि X ₽ Delete	Reply	All		eam Email 🔹 🐐	To Manager Done Create New	Move	Categorize -	Translate	Zoom	Send to OneNote	Report Phishing	
Delete		Respond		Quick St	teps	r₂ Move	Tags	Editing	Zoom	OneNote	Cofense	~
To 1 If there as	Test TST: S	oft LSUHS SF-6 Rqst #1	C <no-reply> 84522 for his message is disp</no-reply>		is awaiting your ap view it in a web bro							~
			_									
View A	bsence A	pproval R	equest									
Absen	ce Name	Annual Leav	re									
	From	06/04/2021	8:00AM									
	To	06/04/2021	06/04/2021 4:30PM									
Durati	Duration Hours 8											
I CEF	TIFY THAT	I MY ABSEI	NCE FROM DUTY ABOVE.	WAS FOR THE R	EASON NOTED							
	Job Title	COORDINA	TOR OF NON-AC	ADEMIC OR								
De	partment	BR HRM Sta	aff Training & Deve	el								
Req	uest Nbr	184522										
Absence	Balances	3										
Plan	As of Date		Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance						
Sick	04/30/2021	1 975.00	0.00	975.00	0.00	975.00						
Vacation	04/30/2021	1 174.00	0.00	174.00	0.00	174.00]					
												¥

Step	Action
2.	Click the View Absence Approval Request link.
	View Absence Approval Request

🗖 🎯 Citrix Receiver 🛛 🗙 💽	Microsoft Edge x 🗅 Oracle PeopleSoft Sign-in x +	
\leftarrow $ ightarrow$ $ extsf{C}$ https://dps.pshe.lsuhs	sc.edu/psp/hrtst/EMPLOYEE/HRMS/c/ZZ_HRMS.ZZ_ABS_SS_AP 🏠 🔾 🎼 😭	0
	LSU Health	
	PeopleSoft HRSA - PS9HRTST 2	
	User ID	
	WEREAST, I	
	Password	
	Warning! Any information viewed during this PeopleSoft session will be saved to your browser's Internet cache on the computer you are	
	using and may be viewed by others who may also use this computer. We recommend against	
	using public or shared computers to access PeopleSoft. To protect the security of this information, delete your Internet cache prior to	
	closing the browser windows at the end of your session.	
	Sign In	
	Sign In	

Step	Action
3.	Your User ID should default into the User ID field. If it does not default, enter it directly into the field using ALL CAPS.
	Enter the desired information into the Password field. Enter " Password " and then click the Sign In button.

🗖 🛛 🔘 Citrix Rec	eiver	🗙 🛛 💽 Microso	oft Edge	>	: 🗋 Ab	osence Approval (SF-6	i) ×	+		- 0	×
$\leftarrow \ \ \rightarrow \ \ G$	🔒 https	://dps.pshe.lsuhsc.edu/	psp/hrtst/EM	PLOYEE/HR	MS/c/ZZ_I	HRMS.ZZ_ABS_SS_	AP ເວົ	0	5≡ 6	à 🗛	
Favorites 🔻 Main M	denu 🔻 >	Manager Self Service 🔻	> Absence	Abse	nce Approva	al (SF-6)	Search	🏫 Home	Work	list Si	gn Out
PS9HRTST										Δ 	\oslash
WEBDPS2								New Win	Not dow Help	ification Personalize	NavBar Page 4
Analisation for Ale	D							14647 1111	dow I neip I	i ersonalize	r aye
Application for Ab	sence Reques	st (SF-0)									- 1
Wearing a strategy			Empl ID:	10001-10							- 1
	INATOR OF NO	N-ACADEMIC OR	Empl Rcd:	1							_
Details			Leave	Balance	1	Current Period	Current Perio		re Period	Future Peri	-
*Start Date:	06/04/2021	*Time: 8:00AM	Plan Ty	pe As Of Date	Balance	Approved Leave	Ending Balan	ce Appr	oved Leave	Ending Bala	ance
*End Date:	06/04/2021	*Time: 4:30PM			0.0	0.00		0.00	0.00		0.00
*Absence Type:	Annual Leave	\sim									
*Total Hours:	8.00 *Du	uration Per Day: 8.00									
Comment:											
		11									
Absence Defin	nitions										
- Degu	iest #184522	Pending									
Supervisor	104022	.renaing									- 1
Pending											- 8
Superv	isor	Not Routed									
C Superv		Addl Processi									
Pending	n Theorem Pilet	Addi Processi	I y								
C Superv	ISOF										
Additional	Approval:				~						
Approver A	ction										•
∢											+

Step	Action
4.	 The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar.
5.	Click the Approval button. Approve
6.	A message will display stating the request has been approved.
7.	The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval. <i>NOTE: Click the link provided to view the original transaction.</i>
8.	This completes Access and Approve Absence Requests using Email Link. End of Procedure.

Access and Approve Absence Requests via the Worklist

Procedure

In this topic you will learn how to Access and Approve Absence Requests via the Worklist.

Step	Action
1.	After logging into PeopleSoft, you will click on the Worklist link located in the top right corner. You can also get the Worklist through the Main Menu page, or through your Favorites. If you prefer to approve transactions using the Worklist, it is recommended you add a link to your Favorites by clicking the "Add to Favorites" link.



Step	Action
2.	Click the Worklist link.
	Worklist

Step	Action
3.	The Worklist displays the Absence Request waiting for approval. The Worklist includes Absence Requests submitted by your direct reports.
	The Worklist will also include all Absence Requests coded to the employees for which the Approver is set up as a secondary or delegated approver. Therefore, Absence Requests from employees other than your direct reports may display on an Approver's Worklist if s/he is set up to approve for another manager.
4.	The Refresh button, located at the bottom of the list on the left side of the page, will move submitted absence requests to the Worklist.
	NOTE: You may wish to click the Refresh button before exiting the Worklist to determine if any other absence requests are available for approval.
5.	Absence requests <u>do not</u> have to be approved in any particular order. However, you may click the Priority drop-down arrow next to the absence request links to make a notation of the priority order in which you wish to approve the requests.
	NOTE: This does not reorder the absence requests on the Worklist.
6.	Click on the blue link to access a transaction.
	Click the TRANSACTION NBR: 184523 link.
	ZZ ABS <u>SS</u> , 569723, LSUNO MULTI, 2013-01-01, N, 0, TRANSACTION <u>NBR:184523</u> EMPLID: <u>EMPL RCD:1</u> RDC:RA,0,A,
7.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.
	Click the Down button of the scrollbar.
8.	Click the Approval button. Approve
9.	A message displays confirming approval of the absence request.
10.	The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval.
	NOTE: Click the link provided to view the original transaction.
11.	This completes Access and Approve Absence Requests via the Worklist. End of Procedure.

Access and Approve Absence Request via the Notification Bell

Procedure

In this topic you will learn how to Access and Approve Absence Requests via the Notification Bell.

Step	Action
1.	The <i>Notification</i> bell displays a line at the top of the bell to notify users of any new Actions requiring attention, such as Absence Approval Requests
	Actions requiring attention, such as Absence Approval Requests.



Step	Action
2.	Click the Notification button.
	A Notification

Step	Action
3.	The most recent transaction will display first in the list.
	Click the SF-6 Annual Leave link. SF-6 from for 8 hour(s) of Special Leave on 06/10/2021 is awaiting your approval
4.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar.
5.	Click the Approve button. Approve
б.	A message displays confirming approval of the absence request.
7.	The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval. <i>NOTE: Click the link provided to view the original transaction.</i>
8.	This completes Access and Approve Absence Requests via the Navigation Bell. End of Procedure.

Access and Approve Absence Requests via the Absence Request (SF-6) Page

Procedure

In this topic you will learn how to Access and Approve Absence Requests via the Absence Requests (SF-6) Page.



Step	Action
1.	Click the NavBar link.
2.	Click the Navigator link.
3.	Click the Manager Self-Service link. Manager Self Service

Step	Action					
4.	Click the Absence link.					
	Absence					
5.	Click the Absence Approval (SF-6) link.					
	Absence Approval (SF-6)					

Absence Approval (SF-6)	× +				0	- 6) ×
\leftrightarrow \rightarrow C $$ dps.pshe.lsuk	hsc.edu/psp/hrtst/EMPLO	/EE/HRMS/c/ZZ_H	IRMS.ZZ_ABS_SS_APPF	R.GBL	\$	* =	w :
Apps 🔛 LSU Health New Orl	. 🔛 LSU Health Shrevep	G Citrix Receiver	SUHSC - ZOOM	📷 MyChart - Login Pa	🐷 LaGov LEO	» 🗄 R	eading list
Favorites Main Menu	Manager Self Service 🔻 >	Absence 🔻 > 🖌	Absence Approval (SF-6)	Search	🟫 Home 📔 W	/orklist	Sign Out
PS9HRTST						\bigtriangleup	\oslash
WEBDPS1						Notification	NavBar
SF-6 Leave Approval						New Win	dow Help
Enter any information you have and click	k Search Leave fields blank fr	r a list of all values					
Enter any information you have and cick	Coearch. Leave lielus blank lu	i a list of all values.					
Find an Existing Value							
Search Criteria							
Transaction Number: = Security Type: = Reporting Level: = Empl ID: begins with v Name: begins with v Last Name: begins with v Begin Date: = Absence Type: begins with v Pending My Approval ?							

Step	Action
6.	You may enter the Transaction Number or the employee's Last Name to search for an absence request.
	Enter the desired information into the Last Name field. Enter "Employee's Last Name".
	NOTE: It is recommended that you use the Last Name field and not the Name field to search. Names are done differently in PeopleSoft and cannot be accessed unless entered in the appropriate format.

S Absence Approval (SF-6) × +					C) –	٥	×
\leftarrow \rightarrow C $$ dps.pshe.lsuhsc.edu/p	osp/hrtst/EMPLOYE	E/HRMS/c/ZZ_HF	RMS.ZZ_ABS_SS_APPR	R.GBL		☆	* 🤇) :
Apps 🔛 LSU Health New Orl 🔛 LSU	J Health Shrevep (Citrix Receiver	📑 LSUHSC - ZOOM	📷 MyChart - Login P	a 🜌 LaGov LEO	»	🖽 Read	ding list
Favorites 🔻 Main Menu 🔻 > Manager	Self Service 🔻 >	Absence 🔻 > A	bsence Approval (SF-6)	Search	🔒 🔒 Home	Worklist	Sig	gn Out
PS9HRTST WEBDPS2						Notifica Notifica		NavBar W Help
SF-6 Leave Approval								
Enter any information you have and click Search. L	_eave fields blank for a	a list of all values.						
Find an Existing Value								
Search Criteria								
• Search Chiena								
Transaction Number: =	ii Q							

Step	Action
7.	Click the Search button.
	Search
8.	If more than one absence request is in the system, the various transactions will display at the bottom of the page. The most recent request will be listed first. Click the 184544 link.
	184544
9.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.
	Click the Down button of the scrollbar.
10.	Click the Approve button.
	Approve
11.	A message displays confirming approval of the absence request.

Step	Action
12.	The system will automatically send a confirmation email to you confirming the absence request has been approved. The system will also send an email to the employee notifying him/her of the approval. NOTE: Click the link provided to view the original transaction.
13.	This completes Access and Approve Absence Requests via the Absence Requests (SF-6) Page. End of Procedure.

Create a Secondary Absence Approval

Procedure

In this topic you will learn how to Create a Secondary Absence Approval.

Step	Action
1.	You can access absence requests two ways. Your first option is to navigate as follows:
	NavBar > Navigator > Manager Self Service > Absence > Absence Approval (SF-6)
2.	On the SF-6 Leave Approval page:
	1. Enter the employee's last name in the Last Name field.
	2. Click the Search Button.
	NOTE: The Pending My Approval box will remain checked.
3.	The absence request will display.
	NOTE: If more than one absence request is pending, a list of pending absence requests will display at the bottom of the page. Click the appropriate request to view the absence information.

S /	Absence	Approval (SF-6)	× +							0	-	0	×
←	→ C	🔒 dps.pshe.lsu	hsc.edu/psp/	'hrtst/EMPLO'	YEE/HRMS/c/ZZ	HRMS.ZZ	_ABS_SS_APPF	R.GBL		T	2 3		:
A A	pps 🛵	LSU Health New Orl	LSU He	alth Shrevep	Citrix Receiv	er 🔲 LS	UHSC - ZOOM	🗑 MyChart -	Login Pa 🜌 L	aGov LEO 🔹		Reading I	ist
Favorite	s 🔻	Main Menu 🔻 💦 🗧 🗧	Manager Sel	Service 🔻 >	Absence 🔻 >	Absence A	pproval (SF-6)	S	earch 🏫 Ho	me Worl	dist	Sign O	ut
PS9H WEBI				20.0014							لِلَّ tificatior		Bar
	d Date:	06/08/2021	*Time: 4:	30PM			0.00	0.00	0.00	0.00		0.00	1
*Tot	sence T al Hour mment:		Duration Per E	ay: 8.00									
	Absen	ce Definitions											
	-	Request #18453	2.Donding										
	Super		z.renuing										
	Pen	ding Supervisor	Not Route	d Processing									
		dditional Approval:				~	_						
		rover Action											
	Δ	pprover Name: Comment:				li							
		Approve	Deny										
₫ F	Return to	Search † Previou	us in List 🛛 🐙	Next in List									-
4													F I

Step	Action					
4.	 The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the button to the right of the Additional Approval field. 					
5.	A list of additional approvers will display in the drop-down list.					
	SH1674600					

Absence Approval (SF-6)	× +					0 -	٥	×
← → C 🔒 dps.pshe.lsu	hsc.edu/psp/hrtst/EMPLOYEE,	/HRMS/c/ZZ_H	RMS.ZZ_ABS_SS_AP	PR.GBL		\$	* 🔕) :
Apps 🔛 LSU Health New Orl	. 🔛 LSU Health Shrevep @	Citrix Receiver	💷 LSUHSC - ZOOM	M 📷 MyChart - Lo	ogin Pa 📨 LaGov	LEO »	🖽 Readir	ng list
avorites 🔻 🛛 Main Menu 🔻 >	Manager Self Service 🔻 > A	bsence 🔻 > 🛛 A	bsence Approval (SF-0	5) Sear	rch 📔 🏫 Home	Worklist	Sigr	n Out
S9HRTST VEBDPS2						L. Notific	ation N	⊘ IavBar
*Absence Type: STCK Leave	FMLA UDisaster		//30/2021 263.80	8.00	255.80	0.00	255	.80
*Total Hours: 40.00 *Dura	ation Per Day: 8.00	Off-Campus Fiscal Year	Activity Max Allowed Hrs	Hrs Taken FYTD	Balance			
		2021	120.00	0.00	120.00			
Absence Definitions								
Request #18455	0:Pending							
Supervisor								- 1
Pending	7	_						
Supervisor	Not Routed Multiple Approvers							- 1
Pending	Addl Processing							- 1
() Supervisor								- 1
Additional Approval:		SH1674600	~					- 1
Approver Action								- 1
Approver Name:	Contarional - Andreas							- 8
Comment:								- 1
								- 1
								- 1
Approve	Deny							- 1
								- 1
Return to Search								

Step	Action
6.	Click the Approve button.
	Approve
7.	An approval confirmation will display, as well as routing information for secondary approval.
	NOTE: When one approver grants approval, the other will receive an email notification.
8.	This completes <i>Create a Secondary Absence Approval</i> . End of Procedure.

Create an Absence Request for an Employee

Procedure

In this topic you will learn how to Create an Absence Request for an Employee.

Step	Action
1.	***** NOTICE ****
	Absence requests should only be created by the manager when an employee is on extended leave, such as FMLA, and unable to complete his/her own absence request. A manual absence request must be completed by the employee immediately upon his/her return to work, for verification and audit purposes, for the time periods indicated on all manager created absence requests submitted on the employee's behalf. For audit purposes, manual absence slips will be housed in the department.

Employed	oyee-fac	ing registry cont	ent ×	+				0	-	o	1
\leftrightarrow \rightarrow	C	dps.pshe.	lsuhsc.ed	lu/psp/hrtst/EMPLOY	/EE/HRMS/h/?tab=	DEFAULT			☆	*	
Apps	LSU LS	U Health New C	ri LSU	LSU Health Shrevep	Citrix Receiver	💷 LSUHSC - ZOOM	😈 MyChart - Login Pa	🜌 LaGov LEO	*	🖽 Re	ading
avorites 🔻	Ma	in Menu 🔻					Search 🛛 😭	Home W	orklist	S	ign Oı
S9HR /EBDPS	TST								لم Notificat	ion	⊘ NavE ? ⊧

Step	Action
2.	Situations, such as an emergency, may arise that will require you to create a absence request for an employee. In these situations, you will create the absence request and approve it. Click the NavBar link.
	⊘ NavBar
3.	Click the Navigator link.
4.	Click the Manager Self Service link. Manager Self Service
5.	Click the Absence link. Absence

Step	Action
б.	Click the Absence Request (Supervisor) link.
	Absence Request (Supervisor)
7.	A list of employees for whom you can perform this function will display.
	Click the Select button.
	Select
8.	Click the Create New Absence Request link.
	Create New Absence Request
9.	Click the Calendar button.
10.	Click the 23rd button.
	23

Absence Request (Supervisor) × +						0	- 0 ×
← → C	/HRMS/c/ZZ	_HRMS.ZZ	_ABS_SS_M	GRF_REQ.GBL		Ţ	z 🔹 🔕 🗄
Apps 🔛 LSU Health New Orl 🔛 LSU Health Shrevep 🌘	Citrix Receiv	rer 🔲 LS	SUHSC - ZOO	M 📷 MyChart	- Login Pa 🜌	LaGov LEO	Reading list
Favorites 💌 Main Menu 🔻 > Manager Self Service 💌 > A	bsence 🔻 >	Absence I	Request (Sup	ervisor) S	earch 🔒 🏠	Home Worl	dist Sign Out
PS9HRTST WEBDPS2							tification NavBa
Application for Absence Request (SF-6)						New Window He	ip Personalize Pag
John Doe Emp Job Title: COORDINATOR OF NON-ACADEMIC OR Emp	I ID: 0 I Rcd: 0	114881					
Details	Leave Bal	ance					2
*Start Date: 06/23/2021 🛐 *Time:	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance
*End Date: 06/23/2021 📴 *Time:	Sick	04/30/2021	409.50	0.00	409.50	0.00	409.50
*Absence Type:	Vacation	04/30/2021	263.80	8.00	255.80	0.00	255.80
*Total Hours: *Duration Per Day:							
Comment:	Off-Campu						
	Fiscal Yea		llowed Hrs 120.00	Hrs Taken FYTD 0.00	Balance 120.00		
	202		120.00	0.00	120.00		
By clicking the submit button you are certifying that the absence from o Submit Absence Definitions << Return >>	luty is for the re	eason noted	above.				
4							

Step	Action
11.	Enter the desired information into the Start Date Time field. Enter "8:00AM".

Absence Reque	st (Supervisor)	× +							0	- 0	×
← → C í	dps.pshe.lsul	hsc.edu/psp/hrtst/EMPL	OYEE/	HRMS/c/Z	Z_HRMS.ZZ	_ABS_SS_M	IGRF_REQ.GBL		7	१ 🔺 🌔	X :
Apps 🔛 LSU	Health New Orl	LSU Health Shrevep	©	Citrix Recei	iver 🗔 LS	SUHSC - ZOO	M 📷 MyChart	- Login Pa 🜌	LaGov LEO	I Rea	iding list
Favorites 🔻 Main	Menu 🔻 💦 🗧 🗧	Manager Self Service 🔻	> Al	sence 🔻 >	Absence I	Request (Sup	pervisor) S	earch 🕴 🏫	Home Worl	klist S i	ign Out
PS9HRTST WEBDPS2										لِلَّ tification	Ø NavBar
									New Window He	lp Persona	ilize Page
Application for At	osence Reque	st (SF-6)									
John Doe Job Title: COOR		N-ACADEMIC OR	Empl Empl		D114881 D						
Details	DINATOR OF NO	IN-ACADEMIC OR		Leave Ba	-					0	
*Start Date:		🗓 *Time: 8:00AM 🌖		Plan Type	1	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Perio Ending Bala	d
*End Date:	06/23/2021	Time:		Sick	04/30/2021	409.50	0.00	409.50	0.00	40	09.50
*Absence Type:		~		Vacation	04/30/2021	263.80	8.00	255.80	0.00	25	55.80
*Total Hours:	*D	uration Per Day:									
Comment:				Off-Camp Fiscal Ye		llowed Hrs	Hrs Taken FYTD	Balance			
				202		120.00	0.00	120.00			
		1									
By clicking the subn	nit button you are	certifying that the absence	from di	uty is for the i	reason noted	above.					
Submit											
Absence Defi	nitions										
<< Return >>											
<< Return >>											
										_	
4											

Step	Action
12.	Click the Calendar button.
13.	Click the 25th button.
	25

	Absence Reques	st (Supervisor)	× +							0	-	٥	×
Favorities Main Menu Manager Self Service Absence Request (Supervisor) Search Home Worklist Sign Or PS9HRTST WEBDPS2 Absence V Absence Request (Supervisor) Search Home Worklist Sign Or New Window Help Personalize Pa New Window Help Personalize Pa Application for Absence Request (SF-6)	← → C i	dps.pshe.lsuh	nsc.edu/psp/hrtst/EMPL0	DYEE/HRM	AS/c/ZZ	_HRMS.ZZ	_ABS_SS_M	GRF_REQ.GBL		3	h 1		
PS9HRTST WEBDPS2 Activity New Window Heip Personalize Particular (upperturb) Application for Absence Request (SF-6) New Window Heip Personalize Particular (upperturb) Job Title: COORDINATOR OF NON-ACADEMIC OR Empl Rcd: 0 Period Empl Rcd: 0 Vectorial * Start Date: 06/23/2021 * Time: 800AM * Start Date: 06/23/2021 * Time: • Duration Per Day: Vectorial Current Period Current Period Future Period Future Period Ending Balance * Start Date: 06/25/2021 * Time: • Duration Per Day: Vectorial Vectorial Vectorial Future Period Current Period Approved Leave Ending Balance * Start Date: 06/25/2021 * Time: • Duration Per Day: Vectorial Vectorial Vectorial Vectorial 2031 120.00 0.00 120.00 Weather of the submit button you are certifying that the absence from duty is for the reason noted above. Submit Submit New Maxie Vision New Vision	Apps 🔛 LSU	Health New Orl	LSU Health Shrevep	. © Cit	rix Receiv	rer 🗔 LS	SUHSC - ZOO	M 😈 MyChart	- Login Pa 🜌	LaGov LEO	» 🗉	Readin	g list
PS9HRTST WEBDPS2 Continuation Continit is in the statene print in the statene pri	Favorites 🔻 Main	Menu 🔻 >	Manager Self Service 🔻	> Absend	xe▼ > i	Absence I	Request (Sup	ervisor) S	iearch 💧 🏠	Home Wor	klist	Sian	Out
Application for Absence Request (SF-6) John Doe Empl ID: 0114881 Job Tifle: COORDINATOR OF NON-ACADEMIC OR Empl Rof: 0 Datails Image: Current Period Future Period Future Period *Start Date: 06/25/2021 19 *Time: Image: Current Period Current Period Future Period *Absence Type: Image: Current Period Current Period Current Period Future Period *Total Hours: Image: Current Period Current Period Current Period Current Period *Total Hours: Image: Current Period Current Period Current Period Current Period *Total Hours: Image: Current Period Current Period Current Period Start Date: *Duration Per Day: Image: Current Period Current Period Current Period Start Date: *Duration Ver Day: Image: Current Period Current Period Current Period Start Date: *Duration Ver Day: Image: Current Period Current Period Current Period Start Date: *Duration Ver Day: Image: Current Period Current Period Start Date: Start Date: Submit Image: Curren								, -		N	لم otificatio	n Na	Ø avBai
Operation Operation Empl Rcd: 0 Job Trill: 06/23/2021 is *Time: 0 *Start Date: 06/23/2021 is *Time: 0 *Absence Type: A of Date 0.00 409.50 0.00 409.50 *Absence Type: 0 0 000 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 409.50 0.00 255.80 0.00 255.80 0.00 255.80 0.00 202.1 120.00 0.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 120.00 <t< td=""><td>Application for At</td><td>osence Reques</td><td>st (SF-6)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>nip I i di</td><td>1301101120</td><td>ray</td></t<>	Application for At	osence Reques	st (SF-6)								nip I i di	1301101120	ray
*Start Date: 06/23/2021 isit *Time: 8:00AM Image: Contract Period Approved Leave Ending Balance Approved Leave Ending Balance Future Period Approved Leave Ending Balance *End Date: 06/25/2021 isit *Time: Image: Contract Period Approved Leave Ending Balance Future Period Approved Leave Ending Balance *Absence Type: Image: Contract Period Approved Leave Ending Balance Current Period Approved Leave Ending Balance Future Period Approved Leave Ending Balance *Total Hours: Image: Contract Period Augustation Per Day: Image: Contract Period Augustation Per Day: Image: Contract Period Augustation Period Aug		DINATOR OF NO	N-ACADEMIC OR										
*End Date: 06/25/2021 is) *Time:				Le	ave Bala	ance							
*Absence Type: v *Total Hours: *Duration Per Day: Comment: *Duration Per Day: By clicking the submit button you are certifying that the absence from duty is for the reason noted above. Submit Absence Definitions				Plan	і Туре	As Of Date	Balance						
"Total Hours: "Duration Per Day: Comment: "Interface of the submit button you are certifying that the absence from duty is for the reason noted above. Submit > Absence Definitions	*End Date:	06/25/2021	Time:	Sick	c	04/30/2021	409.50	0.00	409.50	0.00	1	409.5	i0
Comment: Off-Campus Activity Fiscal Year Max Allowed Hrs Hrs Taken FYTD Balance 2021 120.00 By clicking the submit button you are certifying that the absence from duty is for the reason noted above. Submit	*Absence Type:		~	Vac	ation	04/30/2021	263.80	8.00	255.80	0.00	1	255.8	10
Comment: Fiscal Year Max Allowed Hrs Hrs Taken FYTD Balance 2021 120.00 0.00 120.00 By clicking the submit button you are certifying that the absence from duty is for the reason noted above. Submit Absence Definitions	*Total Hours:	*Du	uration Per Day:	0.0	<u>_</u>								
By clicking the submit button you are certifying that the absence from duty is for the reason noted above. Submit Absence Definitions	Comment:						llowed Hrs	Hrs Taken FYTD	Balance				
Submit Absence Definitions					2021	1	120.00	0.00	120.00				
	Submit Absence Defi		20 certifying that the absence f	rom duty is	for the re	eason noted	above.						

1	Step	Action
	14.	Enter the desired information into the End Date Time field. Enter "4:30PM".

S Absence Request (Supervisor) × +						0	- 0	×
← → C 🌲 dps.pshe.lsuhsc.edu/psp/hrtst/EMPLOYE	E/HRMS/c/ZZ	_HRMS.ZZ	_ABS_SS_M	GRF_REQ.GBL		7	ት 🔺 🌔) :
Apps 🔛 LSU Health New Orl 🔛 LSU Health Shrevep	Citrix Recei	ver 🛄 LS	UHSC - ZOO	M 📷 MyChart	- Login Pa 🜌	LaGov LEO	» 🖽 Rea	ding list
Favorites 🔻 Main Menu 🔻 > Manager Self Service 💌 >	Absence 🔻 🚿	Absence F	Request (Sun	ervisor) S	earch 💧 🏠	Home Wor		gn Out
	aboundo ,	10001001	toquoot (oup				_	-
PS9HRTST						N	C Diffication	Ø NavBar
WEBDPS2						New Window He		
Application for Absence Request (SF-6)								-
Application for Absence (request (31-0)								
JOIIII DOG		114881						
Sob Title. COORDINATOR OF NON-ACADEMIC OR	pl Rcd: 0)						
Details	Leave Bal	ance					🛯 🔜	
*Start Date: 06/23/2021 3 *Time: 8:00AM	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Perior Ending Balar	
*End Date: 06/25/2021 🕅 *Time: 4:30PM	Sick	04/30/2021	409.50	0.00	409.50	0.00	40	9.50
*Absence Type:	Vacation	04/30/2021	263.80	8.00	255.80	0.00	25	5.80
*Total Hours: *Duration Per Day:	Off-Campu							
Comment:	Fiscal Yea		llowed Hrs	Hrs Taken FYTD	Balance			
	202	1	120.00	0.00	120.00			
			-					
By clicking the submit button you are certifying that the absence from	duty is for the r	eason noted	above.					
Absence Definitions								
Absence Definitions								
<< Return >>								
4								

Step	Action
15.	Click the button to the right of the Absence Type field.

Absence Reques	t (Supervisor) 🗙 🗙	+						0	-	٥)
< → C ■	dps.pshe.lsuhsc.ed	u/psp/hrtst/EMPLOY	/EE/HRMS/c/ZZ	Z_HRMS.ZZ	_ABS_SS_M	GRF_REQ.GBL		7	2 3	• 🙆	
Apps 🔛 LSU	Health New Orl 198	LSU Health Shrevep	Citrix Recei	ver 🗔 LS	SUHSC - ZOOI	M 📷 MyChart -	- Login Pa 🜌	LaGov LEO	» 🗉	Readi	ng
avorites 🔻 Main I	Menu 🔻 > Mana	Iger Self Service 🔻 >	Absence 🔻 >	Absence I	Request (Sup	ervisor) S	earch 💧 🏠	Home Wor	klist	Sig	n C
S9HRTST		-						'	Δ		Ø
EBDPS2									otificatio		lav
								New Window He	elp Pe	rsonaliz	e F
Application for Ab	sence Request (SF	-6)									
John Doe		E	mpl ID: (0114881							
	NATOR OF NON-ACA	ADEMIC OR E	mpl Rcd: ()							
Details			Leave Bal	lance					10	7	
*Start Date:	06/23/2021 🕅 *Tin	ne: 8:00AM 🚯	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave		e Period g Balance	e
*End Date:	06/25/2021 🕅 *Tin	ne: 4:30PM	Sick	04/30/2021		0.00	409.50			409.	
*Absence Type:		~	Vacation	04/30/2021	263.80	8.00	255.80	0.00		255.	80
*Total Hours:		r Day:	0# 0								
Comment:	Annual Leave		Off-Campu Fiscal Yes		llowed Hrs	Hrs Taken FYTD	Balance				
	Educational (PM-12)		202	21	120.00	0.00	120.00				
By clicking the subm	it Leave Without Pay	hat the absence fro	m duty is for the r	eason noted	l above.						
Submit	Off-Campus Activity										
Absence Defin	Sick Leave										
<< Return >>											
	Special Leave										

Step	Action
16.	Click the Sick Leave list item.
	Sick Leave

S Absence Request (Supervisor) × +						0	- 0	×
← → C	/HRMS/c/77	HRMS.77	ABS SS M	GRE REO.GBI		ź	7 🔺 🐔	1
				M 😈 MyChart -	Login Do TTT	LaGov LEO >		ing list
	·			_				-
Favorites Main Menu Main Menu Au	bsence 🔻 >	Absence F	Request (Sup	ervisor) S	earch 🏫 I	Home Work		n Out
PS9HRTST							tification	Ø NavBar
WEBDPS2						New Window He		
Application for Absence Request (SF-6)								
John Doe Emp	ID: 0	114881						
Job Title: COORDINATOR OF NON-ACADEMIC OR Empl	Rcd: 0							
Details	Leave Bala	ance					🖪 🔣	
*Start Date: 06/23/2021 3 *Time: 8:00AM	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Period Ending Balance	
*End Date: 06/25/2021 iii *Time: 4:30PM	Sick	04/30/2021	409.50	0.00	409.50	0.00	409	.50
*Absence Type: Sick Leave FMLA Disaster	Vacation	04/30/2021	263.80	8.00	255.80	0.00	255	6.80
*Total Hours: *Duration Per Day:								
Comment:	Off-Campu Fiscal Year		llowed Hrs	Hrs Taken FYTD	Balance			
	2021	1	120.00	0.00	120.00			
By clicking the submit button you are certifying that the absence from d	uty is for the re	ason noted	above.					
Submit								
Absence Definitions								
<< Return >>								
4								Þ

Step	Action
17.	NOTE: Never select the FMLA button if FMLA has not been approved by HR. Supervisors should deny any request that includes FMLA that has not been approved by HR. If a FMLA leave request is unintentionally submitted and approved by the supervisor, the employee must delete the request. The supervisor must approve the deletion. Click the FMLA option.

S Absence Requ	uest (Superviso	r) ×	+							0	-	٥	×
\leftrightarrow \rightarrow C	🗎 dps.pshe	e.lsuhsc.edu	/psp/hrt	st/EMPLOYEE	/HRMS/c/ZZ	_HRMS.ZZ	_ABS_SS_M	GRF_REQ.GBL			☆	* 🤞) :
Apps 🔛 LS	U Health New	Orl LSU L	SU Health	Shrevep	Citrix Receiv	ver 🛄 LS	SUHSC - ZOO	M 📷 MyChart -	- Login Pa 🜌	LaGov LEO	»	🗉 Read	ding list
Favorites 🔻 🛛 Ma	in Menu 🔻	> Manage	er Self Se	rvice 🔻 > 🛛 A	bsence 🔻 >	Absence I	Request (Sup	ervisor) S	earch 📔 🏫	Home Wo	rklist	Sig	gn Out
PS9HRTST WEBDPS2											otifica		Ø NavBar
Application for A	Absence Re	quest (SF-6	6)							New Window H	elp	Personali	ze Page
John Doe Job Title: COO	RDINATOR O	F NON-ACAD	EMIC OF	Emp Emp	I ID: 0 I Rcd: 0	114881							
Details					Leave Bal	ance						2	
*Start Date:	06/23/2021	🕫 *Time: 8	3:00AM	0	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave		re Period	
*End Date:	06/25/2021	H *Time: 4	4:30PM		Sick	04/30/2021	409.50	0.00	409.50		-	-	9.50
*Absence Type:	Sick Leave	~	FMLA	O Disaster	Vacation	04/30/2021	263.80	8.00	255.80	0.00	0	25	5.80
*Total Hours:	*	Duration Per	Day:										
Comment:					Off-Campu Fiscal Yea		llowed Hrs	Hrs Taken FYTD	Balance				
					202		120.00	0.00	120.00				
By clicking the su Submit Absence De «Return >>		u are certifying	g that the	absence from d	uty is for the n	eason noted	above.						

Step	Action
18.	Enter the desired information into the Total Hours field. Enter "24".
19.	Enter the desired information into the Duration Per Day field. Enter "8".

Absence Request (Supervisor) × +						0	- 0	×
← → C 🍵 dps.pshe.lsuhsc.edu/psp/hrtst/EMPLOYEE	HRMS/c/ZZ	_HRMS.ZZ	_ABS_SS_M	GRF_REQ.GBL		7	z 🔺	👔 :
Apps 🔛 LSU Health New Orl 🔛 LSU Health Shrevep 🌘	Citrix Receiv	er 🗔 LS	UHSC - ZOO	M 👿 MyChart -	Login Pa 🜌	LaGov LEO	> Ⅲ Re	ading list
Favorites Main Menu Manager Self Service A	bsence 🔻 >	Absence F	Request (Sup	ervisor) S	earch 📔 🏫	Home Worl	dist S	Sign Out
PS9HRTST WEBDPS2							tification	() NavBar
Application for Absence Request (SF-6)						New Window He	ip Person	alize Page-
John Doe Emp Job Title: COORDINATOR OF NON-ACADEMIC OR Emp	I ID: 0" I Rcd: 0	114881						
Details	Leave Bala	ance					2	
*Start Date: 06/23/2021 🕅 *Time: 8:00AM 🚯	Plan Type	As Of Date	Balance	Current Period Approved Leave	Current Period Ending Balance	Future Period Approved Leave	Future Peri Ending Bala	
*End Date: 06/25/2021 iii *Time: 4:30PM	Sick	04/30/2021	409.50	0.00	409.50	0.00	4	409.50
*Absence Type: Sick Leave V OFMLA ODisaster	Vacation	04/30/2021	263.80	8.00	255.80	0.00	2	255.80
*Total Hours: 24 *Duration Per Day: 8								
Comment:	Off-Campu							
	Fiscal Year 2021		120.00	Hrs Taken FYTD 0.00	Balance 120.00			
	202		120.00	0.00	120.00			
By clicking the submit button you are certifying that the absence from c	duty is for the re	ason noted	above.					
Absence Definitions								
<< Return >>								
4								•

Step	Action
20.	Click the Submit button.
21.	A message displays reminding managers that a request should only be created on an employee's behalf in very specific circumstances. Click the Yes button.
22.	A message displays confirming the request has been submitted.
23.	You will receive an email approval request once the absence request is submitted. You <u>must</u> still approve the absence request.
24.	This completes <i>Create an Absence Request for an Employee</i> . End of Procedure.

Manage Multiple Absence Requests for the Same Day

Procedure

In this topic you will learn how to Manage Multiple Absence Requests for the Same Day.

Step	Action
1.	Absence Scenario
	In this example, an employee has submitted two absence requests for the same day. The first request is for annual leave on July 8, 2021 from 2:30 PM - 4:30 PM. The second request is for annual leave on July 8, 2021 from 9:00 AM - 10:30 AM.



Step	Action
2.	Click the Notification link.
	A Notification

Step	Action
3.	A list of Action items displays with the most recent appearing first.
	Click the SF-6 2 hours Sick Leave 07/08/2021 link.
	 SF-6 from for 2 hour(s) of Sick Leave on 07/08/2021 is awaiting your approval
4.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.
	Click the Down button of the scrollbar.
5.	Click the Approve button. Approve
6.	Repeat steps 2 - 5 to approve the other request for 07/8/2021.
	Click the Notification link.
7.	NOTE: The previously approved request has been removed from the Action list.
	Click the SF-6 1.5 hours Sick Leave 07/8/2021 link.
	 SF-6 from for 1.5 hour(s) of Sick Leave on 07/08/2021 is awaiting your approval
8.	The second Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction.
9.	Click the Approve button. Approve
10.	After clicking the Approve button, a warning message displays. You should not approve the request without first speaking with the employee to verify the information is correct.
	<u>NOTE: If the first request has not completed the approval process, the warning</u> <u>message will not display.</u>
	Click the No button.
	No

Step	Action
11.	A confirmation message stating the approval process has been stopped displays.
	Click the OK button.
	OK
12.	This completes <i>Manage Multiple Absence Requests for the Same Day</i> . End of Procedure.

Deny an Absence Request

Procedure

In this topic you will learn how to **Deny an Absence Request**.

🕄 LS	SU H	ealth	Rem	ote A	ccess	Porta	×	0	Emplo	oyee-fa	icing re	gistr	y conte	nt ×	+										0	-		٥	>
$\leftarrow \rightarrow$	>	G		dp	s.psł	ne.lsu	hsc.eo	du/p	sp/hrt	st/EN	1PLOY	EE/H	IRMS/I	h/?tab:	=DEF	AULT										☆	*		
Ар	ps	LSU	LSU I	lealti	h Nev	v Orl	LSU	LSU	l Healti	n Shrev	/ep	6	Citrix R	leceiver		LSUH	SC - Z	оом	۷	MyCł	art - Lo	gin Pa.	25	LaGo	v LEO	*	:=	Readin	ng li:
vorites	s 🔻	1	<i>l</i> lain I	Menu	•																Searc	h		lome	W	/orklist		Sign (Out
S9H	1D.	re	-																							Δ		Q	ð
/EBD	PS	2																								Notifica	ation	Nav	/Ba
																												?	He

Step	Action
1.	Click the Notification link.
2.	A list of Action items displays with the most recent appearing first. Click the SF-6 Sick Leave 6/15/2021 link. SF-6 from for 4 hour(s) of Sick Leave on 06/15/2021 is awaiting your approval
3.	The Application for Absence Request (SF-6) page displays. Review the information provided before taking action on the request to ensure you are viewing the correct transaction. Click the Down button of the scrollbar.

🔇 LSU Health	Remote Access Port	al 🗙 🚱 Absence Approval	(SF-6) ×	+			0 -	0 ×
← → C	dos.oshe.ls	uhsc.edu/psp/hrtst/EMPLO	/FF/HRMS/c/77 H	RMS.77 ABS SS APPI	R.GBL?Page=77 Al	BS SS REQUEST8	kActi 🟠 🌲	() :
		ISU Health Shrevep						Reading list
		Manager Self Service >	-		Searc			Sign Out
			Ausence · / A	Disence Approval (SF-0)	Searc			
PS9HRTST WEBDPS2							C Notification	🚫 NavBar
*End Date:	06/15/2021	*Time: 12:00PM		0.00	0.00	0.00	0.00	0.00
*Absence Type	e: Sick Leave	~						
*Total Hours:	4.00 *	Duration Per Day: 4.00						
Comment:	Doctors appo	pintment						
		11						
Absence	Definitions							
								- 1
	Request #1845	38:Pending						
Superviso		Not Routed						
	Supervisor	Addl Processing						
G	<u> </u>	Addressing						
	itional Approval:			~				
App	orover Name:	States - States		_				- 1
	Comment:							- 1
	L							
	Approve	Deny						- 1
								- 1
The Return to Se	earch							
								-

Step	Action
4.	A brief comment should be entered into the Comment field explaining the reason for the denial.
	Enter the desired information into the Comment field. Enter " Submitted request for Annual Leave for this day".

S LSU Health Rem	ote Access Porta	× S Absence A	pproval (SF-6)	×	+				0	-	٥	\times
← → C (dps.pshe.lsu	hsc.edu/psp/hrtst/E	MPLOYEE/HRM	IS/c/ZZ_H	HRMS.ZZ_AB	S_SS_APPF	R.GBL?Page=ZZ_A	ABS_SS_REQUEST	F&Acti	☆ :	• 🙆	:
Apps 👪 LSU	Health New Orl	LSU Health Shr	evep 🎯 Citri	ix Receiver	r 💷 LSUHS	C - ZOOM	😈 MyChart - Lo	gin Pa 💇 LaG	iov LEO	» 🗄	Reading	j list
Favorites 🔻 🛛 Main	Menu 🔻 >	Manager Self Service	▼ > Absence	e▼ > A	Absence Appr	oval (SF-6)	Sear	ch 🏫 Hom	e Wor	rklist	Sign	Out
PS9HRTST									N	otificatio		🧭 vBar
*End Date:	06/15/2021	*Time: 12:00PM				0.00	0.00	0.00	0.00		0.0	0
*Absence Type:	Sick Leave	~										1
*Total Hours:	4.00 *[Juration Per Day:	1.00									
Comment:	Doctors appoi	ntment										
		11										
Absence Defi	nitions											
	uest #18453	8:Pending										
Supervisor		Not Routed										- 1
(-) Super	visor	Addl Processing	1									
					*							
Additional Approver A	al Approval:				~							
Approve	r Namai											
		Ibmitted request for An	nual Leave for this	s dav.								
				,-								
	2											
	Approve	Deny										
Return to Search												
4												•

Step	Action
5.	Click the Deny button.
	Deny
6.	A confirmation message will display showing the absence has been denied.
7.	The system will automatically send an email to the manager and employee that the request has been denied.
	NOTE: Click the link provided to view the original transaction.
8.	This completes <i>Deny an Absence Request</i> . End of Procedure.
Delegate Absence Approval

Occasionally managers may need to delegate their approval for absence requests. These situations should be rare and infrequent, and used only when the manager is not able to approve the requests within the designated payroll cycle. For example, the manager may be on vacation, FMLA, or travelling on business for an extended period of time. *The delegation approval feature should not be used by managers as a means to delegate this work responsibility on a regular basis.*

Procedure

In this topic you will learn how to Delegate Absence Approval.

NOTE: You will complete all outstanding absence requests that currently require approval prior to delegating authority. Once the proxy accepts the absence delegation request, all outstanding absence requests awaiting your approval will be transferred to the proxy.

Step	Action
1.	<i>NOTE: The delegation feature can only be used to delegate authority to an individual with supervisory authority over the employee (such as the supervisor's supervisor). Delegation to a non-supervisory role is <u>not</u> allowed.</i>

~ ©	Employee	e-facing regist	try conte	× +										_	٥	×
$\leftarrow \rightarrow$	C	s rcba.p	she.lsuhs	c.edu/psp/hr	pat/EMP	LOYEE/HRMS/h,	/?tab=DEFAULT					Θu	☆			:
🗅 Other	C PS	S FIN Databas	es 🗅 l	PS HCM Databa	ses 🗅	PS CS Databases	PeopleSoft I	Info 🗅	PeopleAdmin	LER Sol	utions					
Favorites	M	ain Menu 🔻							Search	n 1	Home		Worklis	t	Sign	
PS9HRP	PAT	2											A Notifica	tion	Nav) /Bar
													Trounce	luon		Help
•	ii 🤇)	-	os 📬	W			it s	&P 500 -0.04	1% ^	<u>^</u> 9		<i>(</i> , d))	12:47 3/20/		Þ

Step	Action
2.	Click the Main Menu link.
	Main Menu 🔻
3.	Click the Self Service link.
	Self Service
4.	Click the Manage Delegation link.
	Manage Delegation

👻 🧮 Dele	gations	× +				-	o ×
$\leftrightarrow \rightarrow c$	rcba.pshe.lsuł	nsc.edu/psc/hrpat/	EMPLOYEE/HRMS/c/F	T_FLDASHBOARD.PT_FLD.	ASHBOARD.GBL?Page	≥=PT_LANDI ☆	3 😩 E
C Other C	PS FIN Databases 🗅	PS HCM Databases	PS CS Databases	🗅 PeopleSoft Info 🗅	PeopleAdmin 🔛 Solu	tions	
< Home			De	egations			: Ø
	Create Delegatio	on Request	My	Delegates	My Dele	gated Authorities	
		1				0	
	\ <u>A</u> \A			8= 8=		2 <u>2</u> 2 (22)	
	<u> </u>		l	8=	2		
							С
II II	🧿 🔕 🗮	o 🔁	WI	2	64°F Partly sunny	へ 幅 (d)) 12 3/	20/2024

Stej	р	Action
5.		Click the Create Delegation Request link.

Delegation Request × +			– 0 ×
← → C 🖙 rcba.pshe.lsuhsc.edu/psc/hrpa	t/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.P1	_AGSTARTPAGE_NUI.GBL?CONTEX	TIDP 🛠 🔲 😩 🗄
🗅 Other 🕒 PS FIN Databases 🏠 PS HCM Database	s 🕒 PS CS Databases 🗅 PeopleSoft Info	PeopleAdmin 🔛 Solutions	
× Exit Delegation Request			4 :
1 Delegation Dates	2 Delegates Tr	ansactions	4 Review and Submit
			Next >
Step 1 of 4: Delegation Dates			
*Start Date	03/20/2024		
End Date			
	End Date is required for delegations		
*Comment			li li
			1:04 PM
		64°F Partly sunny \land 🧐	≝ (?; \$)) 1:04 PM ■ 3/20/2024

Step	Action
6.	Click the *Start Date Calendar button.
7.	Click the 22nd button.
	22
8.	Click the End Date Calendar button.
	NOTE: End Date is required. A delegation may not exceed 30 days for LSUNO.
9.	Click the 26th button.
10.	Enter the desired information into the *Comment field. Enter "Delegation for overtime approval ".
11.	Click the Next button.
	Next >

Delegation Request X	+	- 0	×
← → C 🖙 rcba.pshe.lsuhsc.ed	du/psc/hrpat/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT	T_AGSTARTPAGE_NUI.GBL?CONTEXTIDP 🛧 🔲 😩	:
🗅 Other 🗅 PS FIN Databases 🗅 PS H	iCM Databases 🗅 PS CS Databases 🗅 PeopleSoft Info	PeopleAdmin 🔛 Solutions	
× Exit Delegation Request		۵	:
(1)	2	(3) (4)	
Delegation Dates	Delegates Tr	ransactions Review and Submit	
		Previous Next >	·]
Step 2 of 4: Delegates			
Step 2 01 4. Delegates		11 ro	ows
Select All Clear All Add Delegate			
Name 🗘	Email ID 🗇	Phone 🗘	
Jane Doe	@lsuhsc.edu		
Janet Doe			
Janet Doe	@lsuhsc.edu		ľ
Janet Doe	@lsuhsc.edu @lsuhsc.edu		_

Step	Action							
12.	NOTE: The Search option will only return a list of those employees designated as Supervisors or Ad Hoc Supervisors. You cannot delegate absence request approval authority to non-supervisory employees.							
13.	A list of delegate options displays. An additional delegate can be added to your list if desired. However, the delegate must be at your same level or higher. <i>You cannot delegate to a subordinate.</i>							
	NOTE: You can scroll down to view additional delegation options.							
	Click the Add Delegate button.							
	Add Delegate							

- Delegation Request	× +						-	٥	×
← → C 😁 rcba.psł	ne.lsuhsc.edu/psc/hrpat/	EMPLOYEE/HRMS/c/I	NUI_FRAMEWORK.P1	T_AGSTARTPAGE_N	UI.GBL?CONT	extidp 🕁			:
C Other PS FIN Databases	PS HCM Databases	PS CS Databases	PeopleSoft Info	PeopleAdmin	🔛 Solutions				
× Exit Delegation Re	Cancel	Add	Delegate		Done			¢	:
1	u	ser ID	۵			4			
Delegation Dates						Review ar	nd Sub	mit	
						< Previous		Next	>
Step 2 of 4: Delegate									
Select All Clear All Ac								11 r	ows
Name ≎						one 🗘			
									T
Jane Doe									
Janet Doe									
John Doe									
									_
Jenny Doe									
🖷 🛱 🗿 😒	= 	w]		📥 67°F Mostly	cloudy ^	°⊡ <i>(</i> , ⊄)		PM /2024	₽

Step	Action
14.	Enter the User ID or search for it using the Look up User ID magnifying glass.
	NOTE: If you click on the Look up User ID magnifying glass, a list of additional approved delegates displays.
	Enter the desired information into the User ID field. Enter "jdoe5".
15.	Click the Done button.
	Done

Delegation Request	× +	-	. o x	<
← → C 😋 rcba.psh	e.lsuhsc.edu/psc/hrpat/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?CONT	EXTIDP	□ 😩 :	:
C Other PS FIN Databases	🗅 PS HCM Databases 🗅 PS CS Databases 🗅 PeopleSoft Info 🗅 PeopleAdmin 🔛 Solutions			
X Exit Delegation Re	Cancel Add Delegate Done		<u></u> ۵	
(1)	User ID jdoe5 Q	(4)		
Delegation Dates		Review and S	Submit	
		Previous	Next >	
Step 2 of 4: Delegate				
			11 rows	IS
	Invalid value press the prompt button or hyperlink for a list of valid values			
The value entered in the field of	loes not match one of the allowable values. You can see the allowable values by pressing th	te Prompt button	or hyperlink.	
	OK			
Janet Doe		1		
John Doe				
Jenny Doe				
Jenny Doe				
	📙 📴 📬 📃 🥒 🍊 69°F Mostly cloudy 🔿	🐿 🌾 ላ»)	3:16 PM 3/20/2024 ₹	

Step	Action		
16.	A message displays stating this person is not allowed as a delegate for you.		
	Click the OK button.		
	ОК		
1			

Delegation Request	× +		- 0 ×
← → C 🔄 rcba.pshe.lsuł	nsc.edu/psc/hrpat/EMPLOYEE/HRMS/c/NUI_FR	AMEWORK.PT_AGSTARTPAGE_NUI.GBI	L?CONTEXTIDP 🛠 🔲 💄 🗄
🗅 Other 🕒 PS FIN Databases 🗅	PS HCM Databases 🗅 PS CS Databases 🗅 P	PeopleSoft Info 🖿 PeopleAdmin 🔛 S	olutions
× Exit Delegation Reque	st		↓ :
1	2	3	
Delegation Dates	Delegates	Transactions	Review and Submit
			<pre></pre>
Step 2 of 4: Delegates			
			11 rows
Select All Clear All Add Dele	-		
Name 🗘	Email ID 🛇		Phone 🗘
Jane Doe	@lsuhsc.edu		
Janet Doe	@lsuhsc.edu	1	
John Doe	@lsuhsc.edu		
Jenny Doe	@lsuhsc.edu	u	
	🤨 📬 🤹 💌	70°F Sunn	ny ^ 🗈 🕼 🖓 1:28 PM 📮

Step	Action
17.	Select a delegate from the original list simply by clicking on the box to the left of the name. Click the Jenny Doe option.
18.	Click the Next button.

 Delegation Request 	× +		– 0 ×
← → C 😁 rcba.pshe	.lsuhsc.edu/psc/hrpat/EMPLOYEE/HRMS/o	/NUI_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBI	l?contextidp 🛠 🔲 💄 🗄
Other D PS FIN Databases	PS HCM Databases D PS CS Database	s 🗅 PeopleSoft Info 🗅 PeopleAdmin 🔛 So	olutions
× Exit Delegation Req	luest		¢ :
(1)	2	3	(4)
Delegation Dates	Delegates	Transactions	Review and Submit
			Previous Next >
Select All Clear All Description \$			1 row
SF-6 Approve Leave Requ	uest		
		1	1:51 PM
i 🗄 🔽 🔕 I	. 🔯 🛍 📫	72°F Sunn	iy ^ ■ 🦟 🕼 3/22/2024 🛡

Step	Action
19.	Click the SF-6 Approve Leave Request option.

✓ ■ Delegation Request	× +		– 0 X
← → C 🖙 rcba.psh	e.lsuhsc.edu/psc/hrpat/EMPLOYEE/HRMS/c/NUI	_FRAMEWORK.PT_AGSTARTPAGE_NUI.GBL?	Contextidp 🛧 🔲 😩 🗄
Other D PS FIN Databases	🗅 PS HCM Databases 🗅 PS CS Databases 🗋	🛛 PeopleSoft Info 🕒 PeopleAdmin 🔛 Solu	utions
× Exit Delegation Red	quest		↓ :
1 Delegation Dates	2 Delegates	3 Transactions	4 Review and Submit
			Previous Next >
All Approve Initial Select All Clear All Description			1 row
SF-6 Approve Leave Req	juest		
= 🗄 🧿 😒 I	= 💀 📬 💼	S&P 500 -0.02%	へ ■ 🦟 🕬 ^{2:04 PM} 3/22/2024 🛡

Step	Action
20.	Click the Next button.
	Next >

Delegation Request × +						- 0	×
← → C 😋 rcba.pshe.lsuhsc.edu/psc/hrpa	at/EMPLOYEE/HRMS/c/I	NUI_FRAMEWORK.P	T_AGSTARTPAGE_N	UI.GBL?CON	TEXTIDP 🛧		:
🗅 Other 🗅 PS FIN Databases 🕒 PS HCM Database	es 🕒 PS CS Databases	PeopleSoft Info	PeopleAdmin	5월 Solutions			
× Exit Delegation Request						¢	:
1	2				4)	
Delegation Dates	Delegates	Т	ransactions		Review and	l Submit	
					Previous	Sub	omit
Step 4 of 4: Review and Submit							
Delegation Details							
Start Date	03/22/2024						
End Date	03/26/2024						
Comment	Delegation for overtim	ne approval					
Delegates	Jenny Doe						
Transactions	SF-6 Approve Leave I	Request					
						2.05.014	
	<u> </u>		72°F	Sunny 🔨	• 🖬 🌾 🕬	2:05 PM 3/22/2024	F

Step	Action	
21.	Review the delegation information for correctness. If correct, click Submit. If incorrect, click the previous button to return to the page requiring a change. Click the Submit button.	
	Submit	
22.	You are returned to the Delegation Request page.	



Step	Action
23.	The Proxy (Delegate) will receive an email so that the Delegation of Authority can be accepted. You will click the hyperlink to take you to the appropriate page in PeopleSoft.
	NOTE: If you are not logged into PeopleSoft, you will need to log in the system.

S Employee-facing registry conte +	– a ×
← → C 25 rcba.pshe.lsuhsc.edu/psp/hrpat/EMPLOYEE/HRMS/h/?tab=DEFAULT	☆ 🛛 🚢 :
🗅 Other 🗅 PS FIN Databases 🗅 PS HCM Databases 🗅 PS CS Databases 🗅 PeopleSoft Info 🗅 PeopleAdmin 🔛 Solutions	
Favorites * Main Menu * Search 🏫 Home	Worklist Sign Out
PS9HRPAT 2	↓ Ø Notification NavBar
	? Help
📲 🖽 🧕 📚 👼 📴 🦉 🦉	2:24 PM (た 句)) 3/25/2024 早

Step	Action
24.	When you enter the database, if the Notification bell has a bar across the top of it, that indicates there are Actions/Alerts that require attention. Click the Notification button.
	Notification

S LSU Health Remote Access Porta X S Manage Delegation X +		Y		
← → C	IC&FolderPa	ath=POI	RTA 🏠	0:
Favorites Main Menu Self Service Kanage Delegation Search	Worklist		Home	Sign Out
PS9HRTRN			2	ø
WEBRCB2			Notification	NavBa
Create Delegation Request	New	window	Help Hel	sonalize mag
Delegation Detail				
Proxy John Doe				
From Date 11/18/2019				
To Date 11/22/2019				
Transactions				
SF-6 Approve Leave Request				
Submit Previous Cancel				
📀 爸 🚞 🖸 🤷 🥥 🖬 🕂 kana kana kana ka		• • 6	ail 🕼	3:01 PM 11/5/2019

Step	Action						
25.	lick the Submit button.						
	Submit						

Employee-facing registry conte × +		- 0 ×
← → ♂ ℃ rcba.pshe.lsuhsc.edu/psp/hrpat/EMPLOYEE/HRMS/	h/?tab=DEFAULT	☆ 🛛 💄 :
C Other PS FIN Databases PS HCM Databases PS CS Database	s 🗅 PeopleSoft Info 🗅 PeopleAdmin 🔛 Solu	itions
Favorites V Main Menu V	Search 🧍	Home Worklist Sign Out
PS9HRPAT 2		A Ø Notification NavBar
	Actions (1) Alert	s (1) View All C ^{Elp}
	 Delegation of Authority Doe, Janice Test is aw 	r from Doe, Jenny to raiting your approval
javascriptsubmitAction_win27(document.win27,'PTPN_HDR_DV_PTPN_ACTIONABLE');	📣 74°F Windy	へ 🖮 🧖 🖏 2:31 PM 📮

Step A	ction						
26. C	Click the Delegation of Authority link.						
•	 Delegation of Authority from Doe, Jenny to Doe, Janice Test is awaiting your approval 						



Step	Action
27.	The Manage Delegation message displays. From here you will select which option to select to complete the Delegation process. Click the Review My Delegated Authorities link. Review My Delegated Authorities

✓ ■ My Delegated Authorities × +			- 0 ×
← → ♂ ℃ cba.pshe.lsuhsc.edu/psc/hrpat/EMPLOYEE/HRM	S/c/EODL_ALL.EODL_MY_DLGT_AU	ITH.GBL?Page=EODL_DLGT_A	* 🛯 😩 :
C Other PS FIN Databases PS HCM Databases PS CS Databa	ases 🗅 PeopleSoft Info 🗅 Peop	oleAdmin 🔛 Solutions	
K Manage Delegation My Delegation	elegated Authorities	ſ	ት 🕼 : 🧭
Active Accepted Rejected Revoked Submitte	d Ended	Group Transa	ctions Yes
All Active transaction(s) (Grouped)			
Accept Reject			
Delegator	Start Date / End Date	Transactions	Status
Jenny Doe	03/22/2024	1	Submitted
	04/01/2024	View Details	Cubinitiou
📲 🛱 🧿 🔕 📰 🤹 📬	2	S&P 500 -0.17% 🔿 📹	

Step	Action
28.	Click the Delegator option.
29.	Click the Accept button. Accept
30.	A confirmation message displays asking if you wish to accept the delegation. Click the Accept button.



Step	Action
31.	The system will automatically send an email to the requester and delegate. The delegate will click on the link provided to view the accepted delegation.
32.	This completes <i>Delegate Absence Approval</i> . End of Procedure.

Review and Revoke a Proxy

Procedure

In this topic you will learn how to **Review and Revoke a Delegation Proxy**.

Manage Delegation × +	0	-	٥	×
← → C rcbb.pshe.lsuhsc.edu/psp/hrprp/EMPLOYEE/HRMS/c/HCDL_ALL.HCDL_MGR_DLG_HOME.GBL?CLASSIC	2	☆	* @) :
🔢 Apps 🔛 LSU Health New Orl 🔛 LSU Health Shrevep 🎯 Citrix Receiver 📮 LSUHSC - ZOOM To MyChart - Login Pa	. 💇 LaGov LEO	» [E Read	ing list
Arbeg Using Long Long Long Long Long Long Long Lo		n Out		
PS9HRPRP WEB1		Notificat	ion I	Ø NavBar
Manage Delegation	New Window	Help F	ersonaliz	te Page
Namalita / Mananay				
Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.				
Learn More about Delegation				
Select Create Delegation Request to choose transactions to delegate and proxies to act on your behalf.				
Create Delegation Request				
Select Review My Proxies to review the list of transactions that you have delegated and the proxy for each transaction.				

Step	Action
1.	Click the Review My Proxies link.
	Review My Proxies
2.	A list of delegation proxies displays.
3.	Revoke a Delegation Proxy
	Select the Transaction you wish to revoke. Click the SF-6 Approve Leave Request button.
	NOTE: Revoking proxy delegation is only necessary if you wish to stop the delegation prior to the scheduled "End Date".
4.	Click the Revoke button.
	Revoke
5.	Click the Yes - Continue button.
	Yes - Continue

Step	Action
б.	A confirmation message displays stating delegation has been revoked.
	Click the OK button.
7.	The system will automatically send a confirmation email to both parties stating that delegation has been revoked.
	NOTE: Click the link provided to view the original transaction.
8.	This completes <i>Review and Revoke a Delegation Proxy</i> . End of Procedure.

View Approved Absence Requests

Procedure

In this topic you will learn how to View Approved Absence Requests.

S Employ	yee-fac	ing registry	content)	×	+					0	-	٥	>
$\leftrightarrow \rightarrow$	C	🗎 dps.p	she.lsuhs	c.ed	u/psp/hrtst/EMPLO	YEE/	HRMS/h/?tab=	DEFAULT			☆	* 🤇)
Apps	LEN LS	U Health N	ew Orl	LSU Health	LSU Health Shrevep	6	Citrix Receiver	LSUHSC - ZOOM	📷 MyChart - Login Pa 🜌 LaGov	LEO	» [🗉 Read	ling li
avorites 🔻	Ma	in Menu 🔻							Search 🛛 🏫 Home	w	orklist	Sig	ı Ou
S9HR1	TST 2				-		-				لم Notificatio	n N	avBa

Step	Action
1.	Click the NavBar link.
2.	Click the Navigator link.
3.	Click the Manager Self Service link. Manager Self Service
4.	Click the Absence link. Absence

Step	Action
5.	Click the Absence Approval (SF-6) link.
	Absence Approval (SF-6)

Absence Approval (SF-6)	×	+				0	_	٥	×
						v			
\leftarrow \rightarrow C \triangleq dps.pshe.ls	uhsc.ed	du/psp/hrtst/EMPLOY	EE/HRMS/c/ZZ_	HRMS.ZZ_ABS_SS_APPF	R.GBL		☆	* 🔕	÷
Apps 🔛 LSU Health New Orl	Health	LSU Health Shrevep	Citrix Receive	er 📴 LSUHSC - ZOOM	📷 MyChart - Login Pa	💇 LaGov LEO	»	🗉 Readir	ng list
Favorites 🔻 🛛 Main Menu 🔻 >	Mana	ager Self Service 🔻 >	Absence 🔻 >	Absence Approval (SF-6)	Search	A Home	Vorklist	Sigr	n Out
					<u> </u>		Δ		\oslash
PS9HRTST							لیک Notificat		avBar
WEBDPS2								v Window	
SE 6 Leave Approval							1401	· ···iiidow	Tricip
SF-6 Leave Approval									
Enter any information you have and cli	ck Searc	ch. Leave fields blank for	a list of all values						
Find an Existing Value									
Search Criteria									
Transaction Number: = 🗸	a —								
Security Type: = V			~						
Reporting Level: = V									
Empl ID: begins with	~								
Name: begins with	~								
Last Name: begins with									
Begin Date: = V			31						
Absence Type: begins with Workflow Status: = ¥			2						
Workflow Status: =			~						
Pending my Approval :									
Search Clear Basic Sear	rch 📴	Save Search Criteria							

Step	Action
б.	Enter the desired information into the Last Name field. Enter "DOE".

Absence Approva	al (SF-6)	× +							o) –	I	٥	×
← → C 🔒	dps.pshe.lsuh	sc.edu/ps	p/hrtst/EMPLO	YEE/HRMS	/c/ZZ_H	RMS.ZZ_ABS_SS_A	PR.GE	3L		☆	*		:
Apps 🔛 LSU H	Health New Orl	LSU I	Health Shrevep	Citrix	Receiver	💷 LSUHSC - ZOO	м	MyChart - Login Pa	💇 LaGov LEO	»	II	Reading) list
Favorites 🔻 Main M	Aenu 🔻 > I	Manager S	elf Service 🔻 >	Absence	▼ > A	bsence Approval (SF-	6)	Search	🟫 Home	Worklis	t	Sign	Out
PS9HRTST WEBDPS2	-							-		ر Notifie	ation) vBar Help
SF-6 Leave Approv	val												
Enter any information yo	ou have and click	Search. Le	ave fields blank fo	or a list of all	values.								
Find an Existing Valu													
-	ue												
Search Criteria													
Transaction Number: Security Type: Reporting Level: Empil ID: Name: Last Name: Begin Date: Absence Type: Workflow Status: Pending My Approval) DOE 	Search Criteria	 0 ▼									
Search	Dasit Search	Les Save	Search Griteria										

Step	Action
7.	Click the button to the right of the Workflow Status field.

Absence Approval (SF-6)	× + •	- 🛛 ×
← → C 🔒 dps.pshe.lsuhs	c.edu/psp/hrtst/EMPLOYEE/HRMS/c/ZZ_HRMS.ZZ_ABS_SS_APPR.GBL	🖈 🛸 🔕 E
Apps 🔛 LSU Health New Orl	🗱 LSU Health Shrevep 🎯 Citrix Receiver 📮 LSUHSC - ZOOM 📷 MyChart - Login Pa 🐲 LaGov LEO	» 📰 Reading list
Favorites Main Menu	Aanager Self Service 🔻 👌 Absence 🄻 👌 Absence Approval (SF-6) Search 🛛 🏫 Home 🗍 Wo	orklist Sign Out
PS9HRTST WEBDPS2	Administrator is Processing	A O Notification NavBar
SF-6 Leave Approval	Approved	New Window Help-
Enter any information you have and click S	Awaiting final approval values.	
Find an Existing Value	Cancelled	
Search Criteria	Data Saved	
	Denied	
Transaction Number: = V Security Type: = V	Error. Contact Administrator.	
Reporting Level:	In Approval Process	
Empl ID: begins with 🗸	Not Available	
Name: begins with v Last Name: begins with v		
Begin Date: = V	Rework	
Absence Type: begins with 🗸	Submitted	
Workflow Status: = V		
Pending My Approval ?		
Search Clear Basic Search	Save Search Criteria	

Step	Action
8.	Click the Approved list item.
	Approved

S Absence Approval (SF-6) X +	o –	• 0	×
← → C	☆	* (X :
🗰 Apps 🔛 LSU Health New Orl 🔛 LSU Health Shrevep 🎯 Citrix Receiver 📮 LSUHSC - ZOOM 🋅 MyChart - Login Pa 🜌 LaGov LEC) »	🗄 Rea	iding list
Favorites 🔻 Main Menu 🔻 > Manager Self Service 🔻 > Absence 🔻 > Absence Approval (SF-6) Search 😭 Home	Worklis	st S	ign Out
PS9HRTST WEBDPS2	L Notifie	cation	NavBar
SF-6 Leave Approval			
Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value			
Search Criteria			
* Search Chiefia			
Transaction Number: = Security Type: = Reporting Level: = Empl ID: begins with v Name: begins with v Last Name: begins with v Begin Date: = Vorkflow Status: = Pending My Approval ? Search Clear Basic Search & Save Search Criteria			

Step	Action
9.	Uncheck the Pending My Approval option.
	NOTE: If the ''Pending My Approval'' box is checked; you will receive a ''No Matching Values Found'' message after clicking the Search button. The Pending My Approval box <u>must</u> be <u>unchecked</u> to retrieve results.
10.	Click the Search button.
	Search
11.	Click the Transaction Number 182162 link.
	182162
12.	Click the Down button of the scrollbar.
13.	Click the Next in List button.
	↓ Next in List
14.	Click the Down button of the scrollbar.

Step	Action
15.	The absence request displays. Use the Next in List option to view additional requests. Click the Return to Search to search for other employees' absence request information. Click the Return to Search button.
16.	This completes <i>View Approved Absence Requests</i> . End of Procedure.