

Staff Services Online – Manager - Absence Requests

Introduction

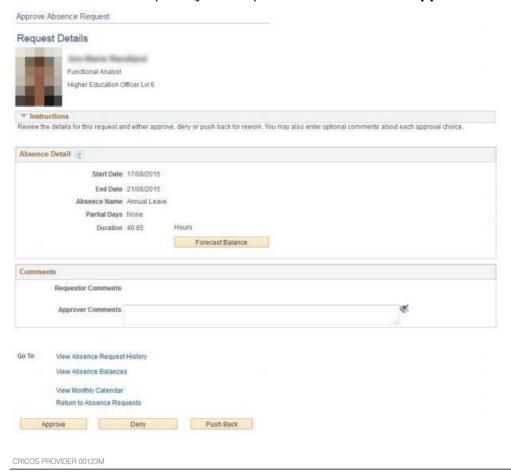
This guide describes how managers action absence requests and update Absence Assessors in Staff Services Online.

Procedure

Action Absence Request

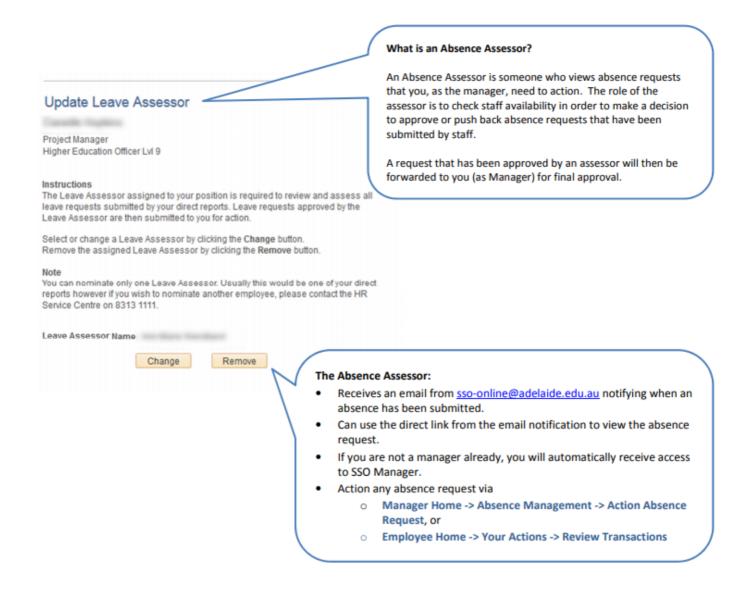
- 1. You will receive an email from ssoonline@adelaide.edu.au notifying you that an absence request has been submitted.
- Click the direct link from the email notification. Or navigate to Manager SSO Home > Absence
 Management > Action Absence Request and click on the leave request you want to action in
 the Pending Approvals pagelet.
- 3. Insert Approver Comments (optional).
- 4. Click either **Approve**, **Deny** or **Push Back**.
- 5. An email notification of your decision will be sent to the requestor.

TIP: Use the Push Back function if the employee needs to provide further information or is required to edit their leave request (you can provide reasons in the **Approver Comments** field).



Update Absence Assessor

- 1. Navigate to Manager SSO Home > Absence Management > Update Absence Assessor screen.
- 2. Click **Change** to assign an Absence Assessor.
- 3. Enter the effective date for determining your direct reports. If you do not enter a date, the change will be made immediately.
- 4. Click Refresh Employees.
- 5. Select the employee or drill-down by clicking the **Org Chart** icon to find staff who directly report to you. (For staff who do not directly report to you please email the HR Service Centre on hrservicecentre@adelaide.edu.au)
- 6. Click Continue.
- 7. Click **Yes** to update your Absence Assessor.
- 8. Click OK.
- 9. The employee will be sent an email notification.



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