

Approve or Reject an Absence Request for your Team Member

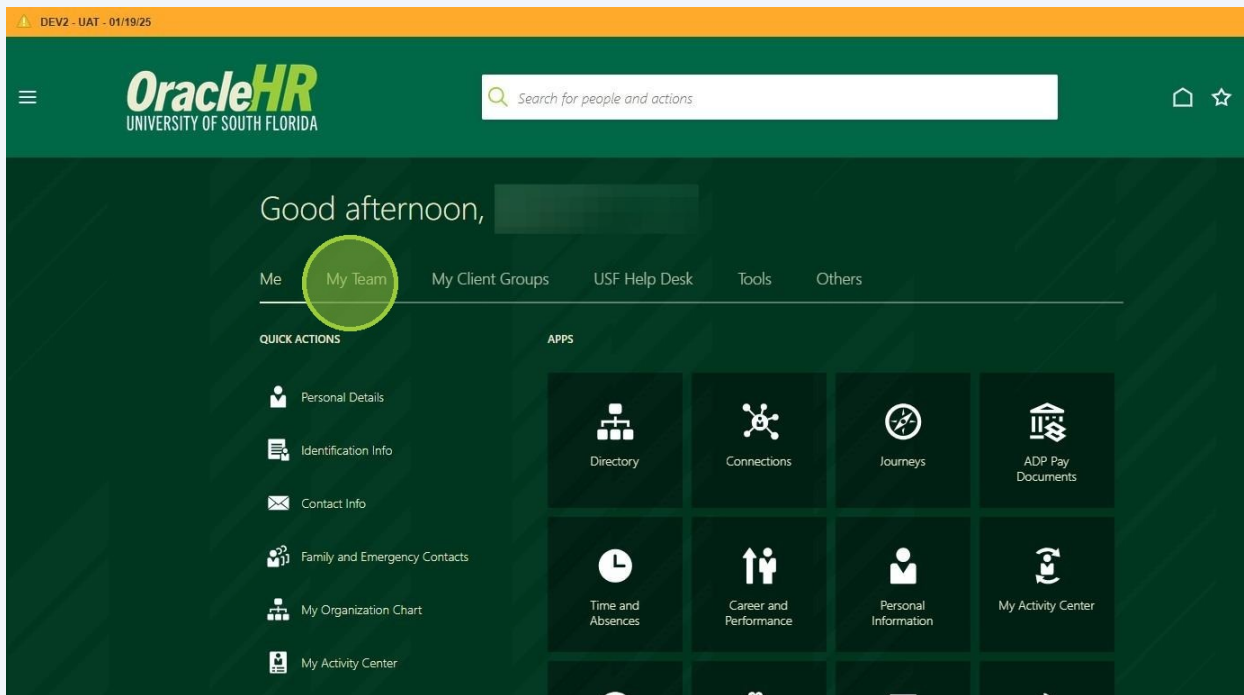


1

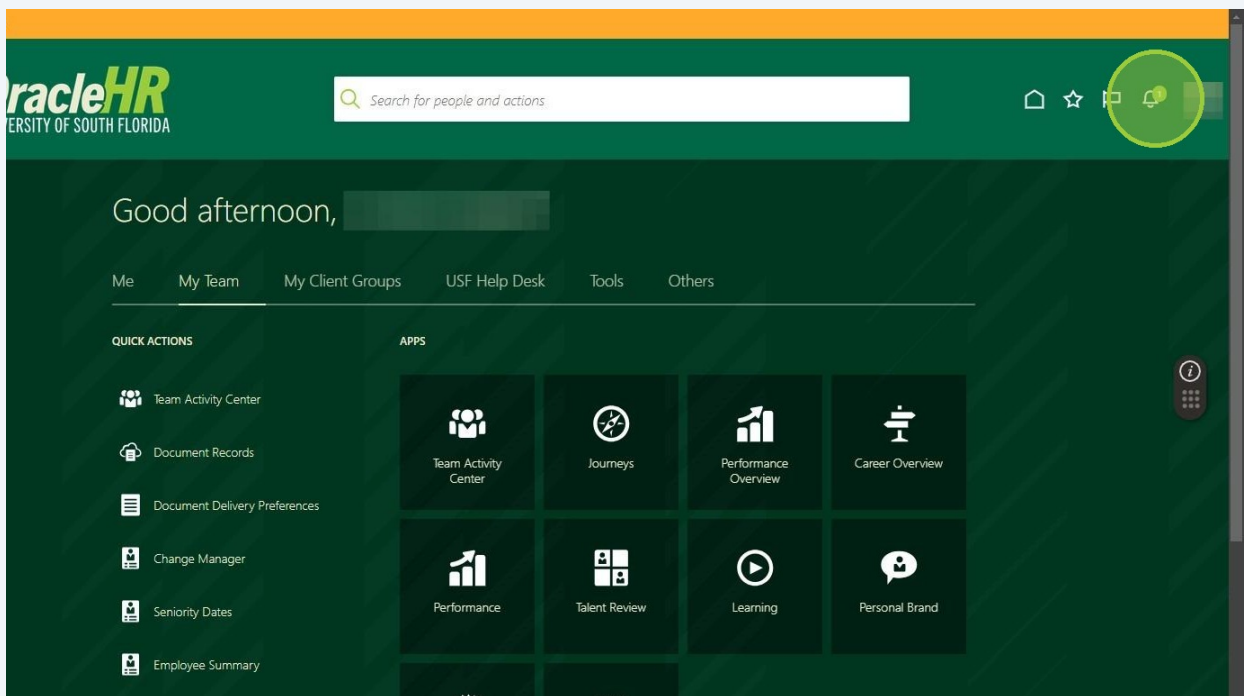
In this session, we'll walk through the process of Approving or Rejecting an Absence Request for one of your Team Members. First, you will need to navigate to Oracle HR and sign in.

The Oracle HR logo is displayed on a dark green rectangular background. The word 'Oracle' is in a white, italicized sans-serif font, and 'HR' is in a bold, light green sans-serif font.

2 Select "My Team"

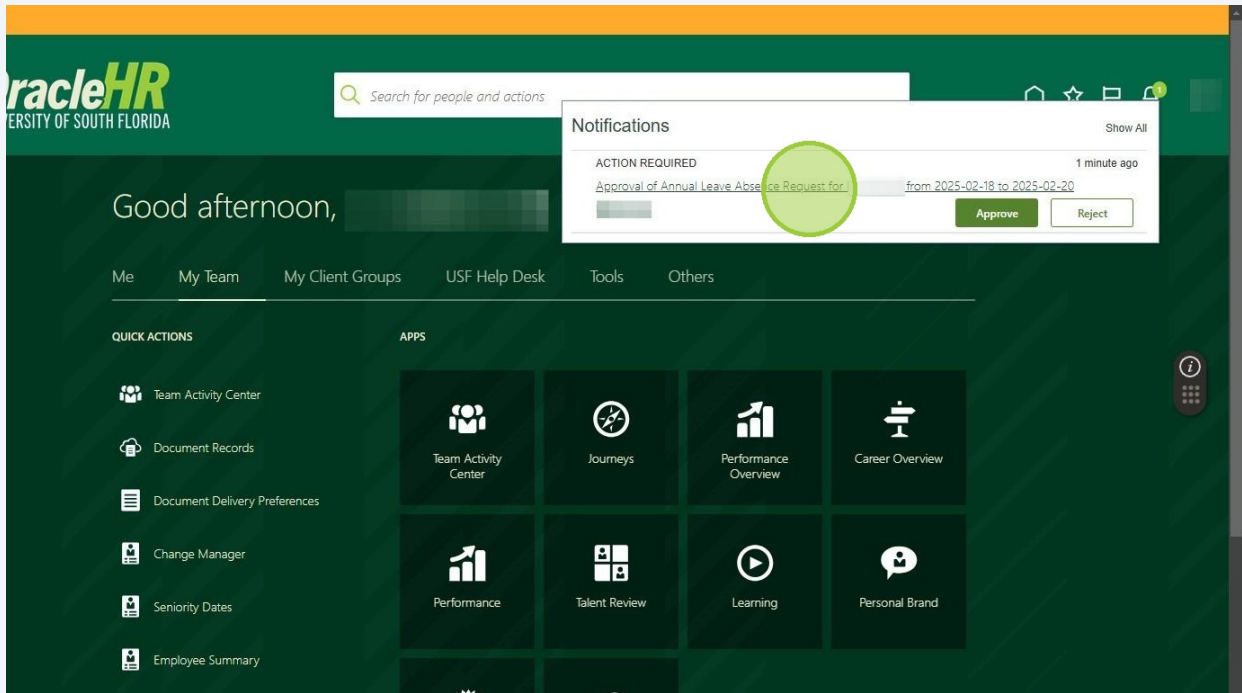


3 Select the "Notifications" icon shaped like a bell.



4

A popup will appear and will show absences pending approval. Select the "Absence Request" link to open up another window with the details of this absence request.



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On this screen, you will see absence details such as the date range, total duration, approval history, and more.

Approval of Annual Leave Absence Request for [redacted] from 2025-02-18 to 202... Actions ▾ Approve Reject

Absence Request Approval
[redacted]

From 2/18/2025 to 2/20/2025
Total Duration **24 Hours**

Absence Request Details

Absence Type	Annual Leave
Absence Reason	
Start Date	2/18/2025 8 Hours
End Date	2/20/2025 8 Hours
Duration	24 Hours
Business Title	[redacted]
Comments	

Approval History

🕒	Assigned to [redacted]	1/21/2025 6:48 PM
⬆	Submitted by [redacted]	1/21/2025 6:48 PM
	📅 Add to calendar.ics	

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You have several options on this screen. You may add the request to your calendar as shown here.

Approval of Annual Leave Absence Request for [redacted] from 2025-02-18 to 202... Actions ▾ Approve Reject

Absence Request Approval
[redacted]

From 2/18/2025 to 2/20/2025
Total Duration **24 Hours**

Absence Request Details

Absence Type Annual Leave

Absence Reason

Start Date 2/18/2025 8 Hours

End Date 2/20/2025 8 Hours


Duration 24 Hours

Business Title [redacted]

Comments

Approval History

- 🕒 Assigned to [redacted] 1/21/2025 6:48 PM
- ⬆ Submitted by [redacted] 1/21/2025 6:48 PM

📅 Add to calendar.ics 

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You may also select the "Actions" dropdown shown and choose an option here.

Approval of Annual Leave Absence Request for [redacted] from 2025-02-18 to 202...

Actions ▾ **Approve** **Reject**

- Request Information
- Delegate
- Reassign
- Route Task
- Escalate
- Suspend
- Add Comments
- Add Attachment
- Add Assignee

Absence Request Approval

[redacted]

From 2/18/2025 to 2/20/2025
Total Duration **24 Hours**

Absence Request Details

Absence Type Annual Leave

Absence Reason

Start Date 2/18/2025 8 Hours

End Date 2/20/2025 8 Hours

Duration 24 Hours

Business Title [redacted]

Comments

Approval History

- 🕒 Assigned to [redacted] 1/21/2025 6:48 PM
- ⬆ Submitted by [redacted] 1/21/2025 6:48 PM

📅 Add to calendar.ics

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After you have reviewed the details, the last step is to either select "Approve" to approve the absence request or "Reject" to reject it.

Approval of Annual Leave Absence Request for [redacted] from 2025-02-18 to 202... Actions Approve Reject

Absence Request Approval
[redacted]

From 2/18/2025 to 2/20/2025
Total Duration **24 Hours**

Absence Request Details

Absence Type	Annual Leave
Absence Reason	
Start Date	2/18/2025 8 Hours
End Date	2/20/2025 8 Hours
Duration	24 Hours
Business Title	[redacted]
Comments	

Approval History

🕒	Assigned to [redacted]	1/21/2025 6:48 PM
⬆️	Submitted by [redacted]	1/21/2025 6:48 PM

📅 [Add to calendar.ics](#)

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This ends the walkthrough for "Approving or Rejecting an Absence Request for your Team Member".

