



Job Aid: TA13 Approving an Absence Request via Workflow Notification

Last Update: 04/25/2023



Document Version History

Date	Version	Comments
04/25/2023	1.0	Initial version

Pre-Requisites/ Job Descriptions

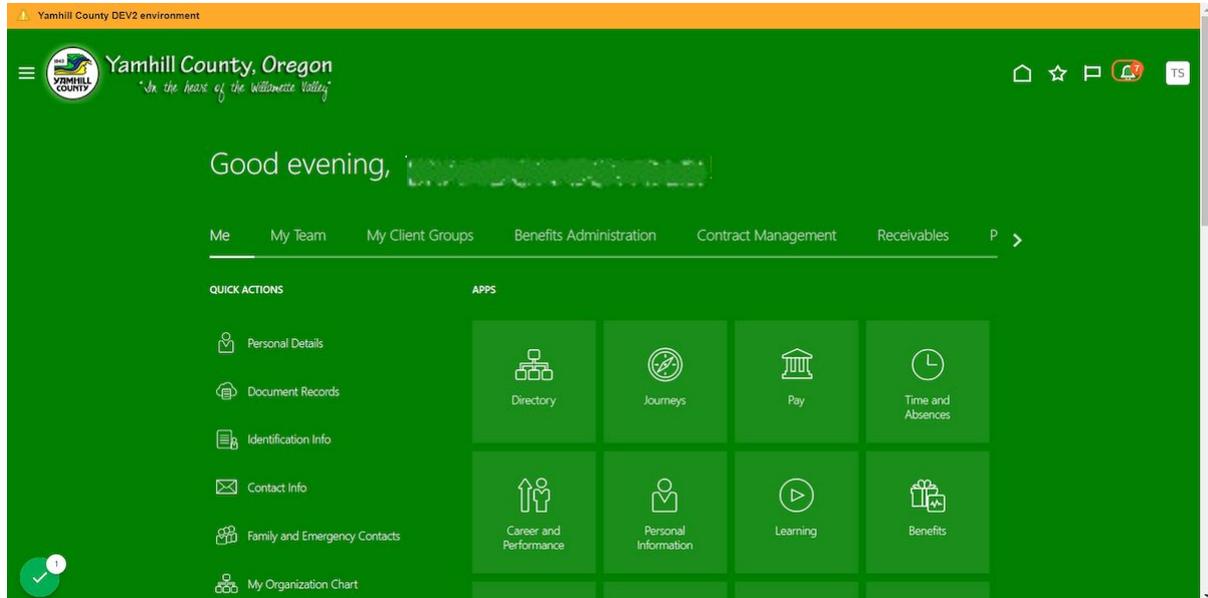
This job aid is applicable to the following Oracle Cloud job descriptions:

ID	Job Description
01	Manager



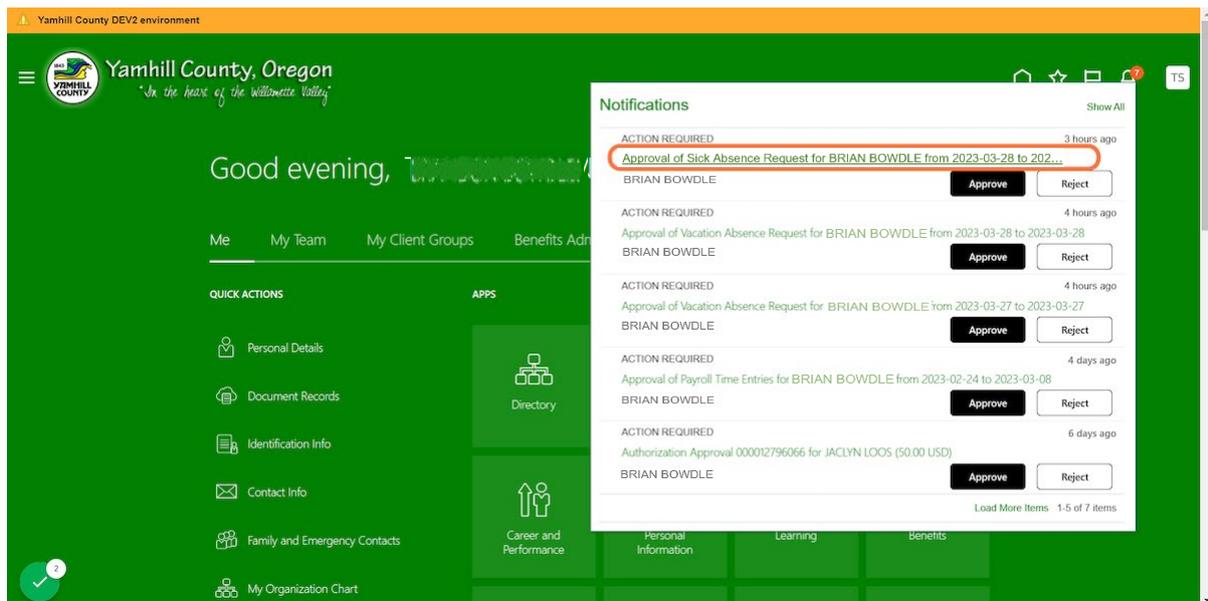
STEP 1

Login to Oracle Cloud. Click the “Notification bell” towards the top right corner of the screen.



STEP 2

Any items that need to be addressed will have an “Action Required” message. To view the item, click on the description link.



STEP 3

The absence request details will pop up on the screen.

Approval of Sick Absence Request for [REDACTED] from 2023-03-28 to 202... Actions Approve Reject

Absence Request Approval

JOHN SMITH
From 03/28/2023 to 03/28/2023
Total Duration 6 Hours

Absence Request Details

Absence Type	Sick
Absence Reason	
Start Date	03/28/2023 6 Hours
End Date	03/28/2023
Duration	6 Hours
Condition Start Date	
Comments	

Approval History

Assigned to THOMSON SVENSON	03/27/2023 3:32 AM
Submitted by BRIAN BOWDLE	03/27/2023 3:32 AM

[Add to calendar.ics](#)



STEP 4

Click on the “Actions” drop-down to view various options available such as - Delegate, Reassign, and Request Information. Click anywhere outside the pop-up to exit the drop-down menu.

Approval of Sick Absence Request for [REDACTED] from 2023-03-28 to 202... Actions Approve Reject

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Absence Request Details

Absence Type	Sick
Absence Reason	
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Approval History

Assigned to THOMSON SVENSON	03/27/2023 3:32 AM
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[Add to calendar.ics](#)

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



STEP 5

Click on the “Approve” button to accept the absence request.

Approval of Sick Absence Request for [REDACTED] from 2023-03-28 to 202... Actions Approve Reject

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JOHN SMITH
From **03/28/2023** to **03/28/2023**
Total Duration 6 Hours

Absence Request Details

Absence Type	Sick
Absence Reason	
Start Date	03/28/2023 6 Hours
End Date	03/28/2023
Duration	6 Hours
Condition Start Date	
Comments	

Approval History

- Assigned to **THOMSON SVENSON** 03/27/2023 3:32 AM
- Submitted by **BRIAN BOWDLE** 03/27/2023 3:32 AM
[Add to calendar.ics](#)

STEP 6

Enter a comment if required, and then click on the “Submit” button.

Approval of Sick Absence Request for [REDACTED] from 2023-03-28 to 202... Actions Approve Reject

Absence Request Approval

JOHN SMITH
From **03/28/2023** to **03/28/2023**
Total Duration 6 Hours

Approve Submit Cancel

Comment: The leave request has been accepted |

Drag files here or click to add attachment

Approval History

- Assigned to **THOMSON SVENSON** 03/27/2023 3:32 AM
- Submitted by **BRIAN BOWDLE** 03/27/2023 3:32 AM
[Add to calendar.ics](#)



STEP 7

You will be directed to the “Home” screen. End of the procedure.

