

## How Do I Approve/Deny an Absence Request?

### Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Approval** tile. NOTE: The number of transactions in your approval queue is displayed at the bottom right corner of the **Approval** tile.
4. The **Pending Approvals** page includes two sections:
  - a. **View By Menu Listing** (displayed on the left side), which summarizes the **Pending View** **By** field.  
**Act on the Absence**

