

Step	Action
3.	<p>The Approve Absence Requests page is displayed.</p> <p>Select the checkbox next to the appropriate employee name(s) to approve or deny a specific request.</p>
4.	<p>If the absence request starts on a future date, you determine if the employee has accrued enough leave for the selected start and end dates.</p> <p>To view the employee's approximate leave balance for the selected date, click the Forecast Details tab.</p>
5.	<p>The Forecast Value field is displayed with the status safe for future dates.</p>
6.	<p>Under the Approval Options field, choose the appropriate decision for the submitted request: Approve, Deny, or Pushback.</p> <p>Note: Denying an absence request will cancel the request. Push Back will send the request back to the employee for editing.</p>

