

## Supervisor Approval Email Notifications



PeopleSoft LSUHSC <no-reply> | [REDACTED]

**Test HRPAT - SSF 32072 - Action Needed - Absence for [REDACTED]**

If there are problems with how this message is displayed, click here to view it in a web browser.

Your approval is requested.

Email subject changed

[Click here to review and approve](#)

Name [REDACTED]

Emplid [REDACTED]

Absence Name Annual Leave (FMLA)

Start Dt 2/10/2025 8:00AM

End Dt 2/12/2025 5:00PM

Total Hours 24.00

Reason

Position Staff Accountant

Department Br Acct Payroll

Form ID 32072

Submitted by [REDACTED]

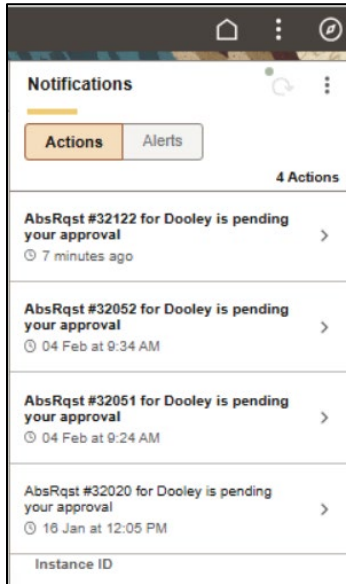
Last updated by [REDACTED]

### Leave Balance

Plan	AsOfDate	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	12/31/2024	116.00	0.00	116.00	0.00	116.00
Vacation	12/31/2024	176.00	0.00	176.00	0.00	176.00

See below for any comments related to this form:

## Worklist Notifications



## Approval Form

Approve : Absence Request Form ID 32122 (Pending)

**Absence Information**

Start Date: 02/10/2025      Start Time: 8:00AM  
 End Date: 02/12/2025      End Time: 5:00PM  
 Absence Type: Annual Leave      Include Weekend: No  
 FMLA/Other  
 Total Hours: 24.00      Hours Per Day: 8.00

Comment:

**Balance**

Plan	AsOfDate	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	11/30/2024	1,531.00	0.00	1,531.00	0.00	1,531.00
Vacation	11/30/2024	264.00	0.00	264.00	0.00	264.00

**Absence per Day**

Date T1	Day T1	Hours T1	Holiday T1
1 February 10, 2025	Mon	8.00	
2 February 11, 2025	Tue	8.00	
3 February 12, 2025	Wed	8.00	

Comments:

- **Approve** - approve request without any changes
- **Recycle** – return request to requester for additional information
  - **Comments** must be added if you recycle a request explaining what must be added/changed
- **Deny** – reject the request
  - **Comments** must be added as to why the request is being denied