

Supervisor Approval Email Notifications



PeopleSoft LSUHSC <no-reply>

Test HRPAT - SSF 32072 - Action Needed - Absence for

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

Your approval is requested.

[Click here to review and approve](#)

Email subject
changed

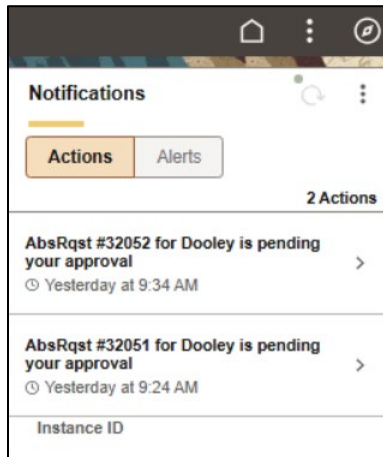
Name
Emplid
Absence Name Annual Leave
Start Dt 2/10/2025 8:00AM
End Dt 2/12/2025 5:00PM
Total Hours 24.00
Reason
Position Staff Accountant
Department Br Acct Payroll
Form ID 32072
Submitted by
Last updated by

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

eForm

Staff Accountant

Approve : Absence Request Form ID 32116 (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:

Balances

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	24.00	152.00

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:

Deny Recycle **Approve**

- **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