Supervisor
# Approval Email Notifications

Email subject changed

SSF 30604 - Action Needed - Absence for John Doe

PeopleSoft LSUHSC <no-reply>
To ✓ [redacted]

3:30 PM

ⓘ 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](#)

Name	John Doe
Emplid	[redacted]
Absence Name	Annual Leave (FMLA)
Start Dt	12/2/2024 8:00AM
End Dt	12/4/2024 5:00PM
Total Hours	24.00
Reason	
Position	Assistant Registrar
Department	Da Registrar
Form ID	30604
Submitted by	[redacted]
Last updated by	[redacted]

Leave Balance

Plan	AsOfDate	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	11/30/2024	21.00	0.00	21.00	0.00	21.00
Vacation	11/30/2024	70.00	0.00	70.00	0.00	70.00

See below for any comments related to this form:

This message has been authorized by LSU Health Sciences Center administration for compliance with University policy.

Worklist Notifications

Add To ▼   🔔 Notification   ⊘ NavBar

| **Actions** | Alerts | | View All ↻ | elp |

AbsRqst #30604 for Doe is pending your approval

Approval Form

John Doe
Assistant Registrar

✔ **Approve : Absence Request**   **Form ID 30604 (Pending)**

Absence Information

Start Date	12/02/2024	Start Time	8:00AM
End Date	12/04/2024	End Time	5:00PM
Absence Type	Annual Leave	Include Weekend	No
FMLA/Other	FMLA		
Total Hours	24.00	Hours Per Day	8.00

Comment: demo absence request v2

Balances

Leave Balance

Plan	AsOfDate	Balance	Current Approved	Current Ending Bal	Future Approved	Future Ending Bal
Sick	11/30/2024	21.00	0.00	21.00	0.00	21.00
Vacation	11/30/2024	70.00	0.00	70.00	0.00	70.00

Absence per Day

3 rows

	Date	Day	Hours	Holiday
1	December 2, 2024	Mon	8.00	
2	December 3, 2024	Tue	8.00	
3	December 4, 2024	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