

Approving Leave and Absence Requests

The steps to approve leave requests within Oracle Fusion will be outlined in this guide.



1. Navigate to the leave request



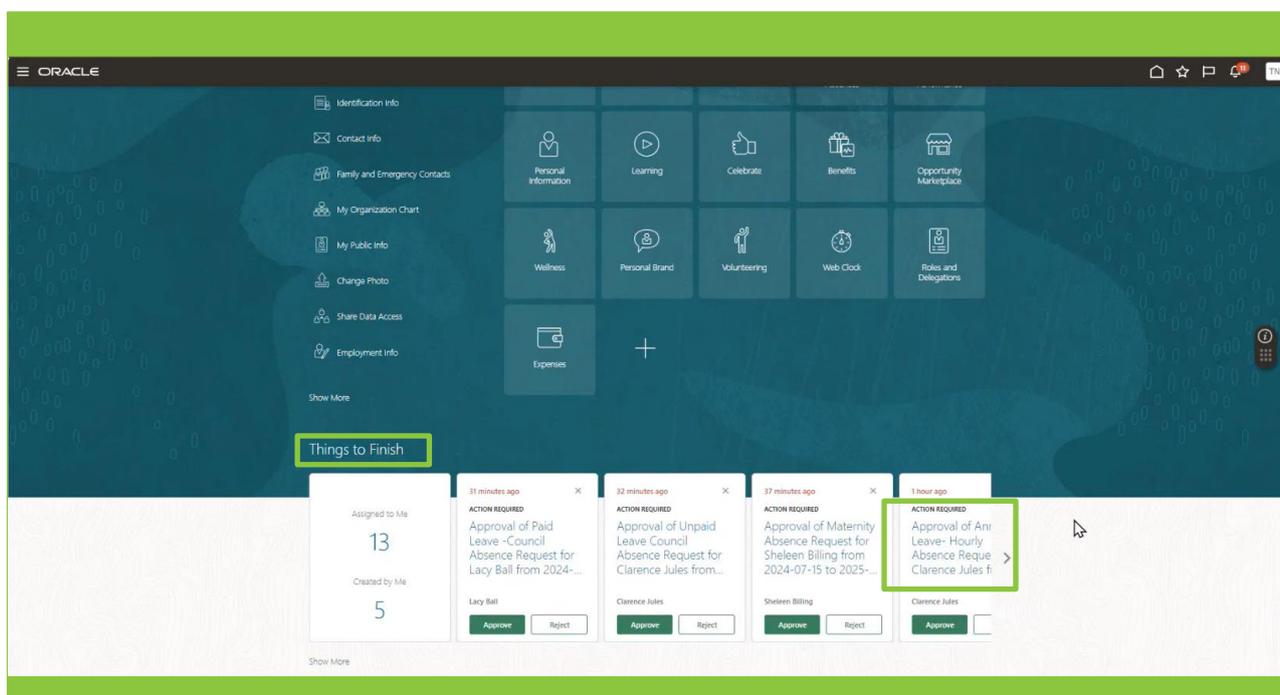
2. Review the request



3. Approve / decline the request

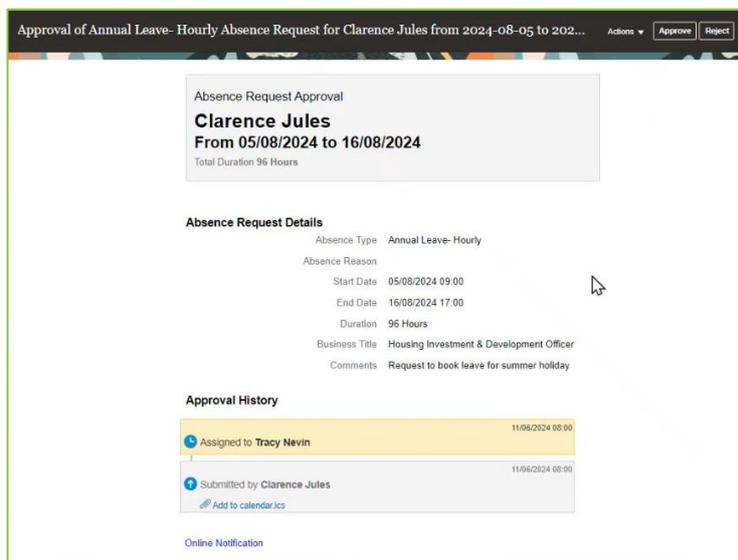
01

To approve and absence requests, scroll to the **Things to Finish** section on your Oracle Fusion homepage. Identify the request that you wish to review and select the blue text.



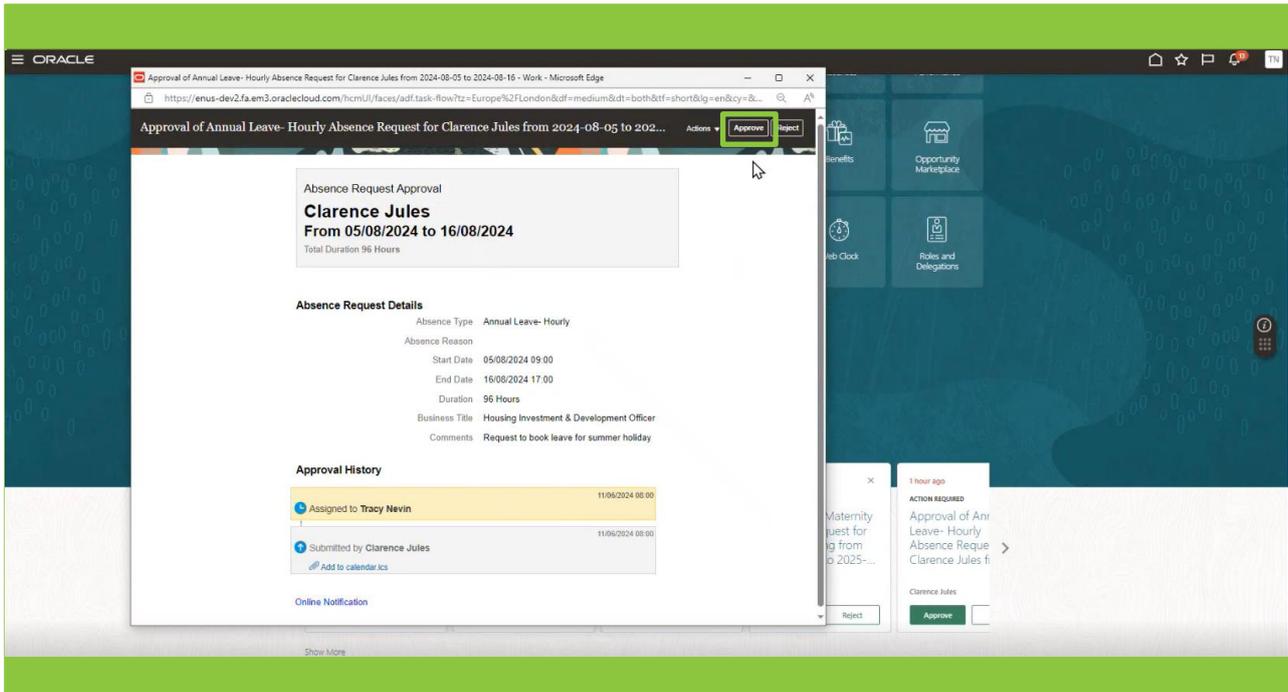
02

A new window will open, and you will see details of the request to be approved.



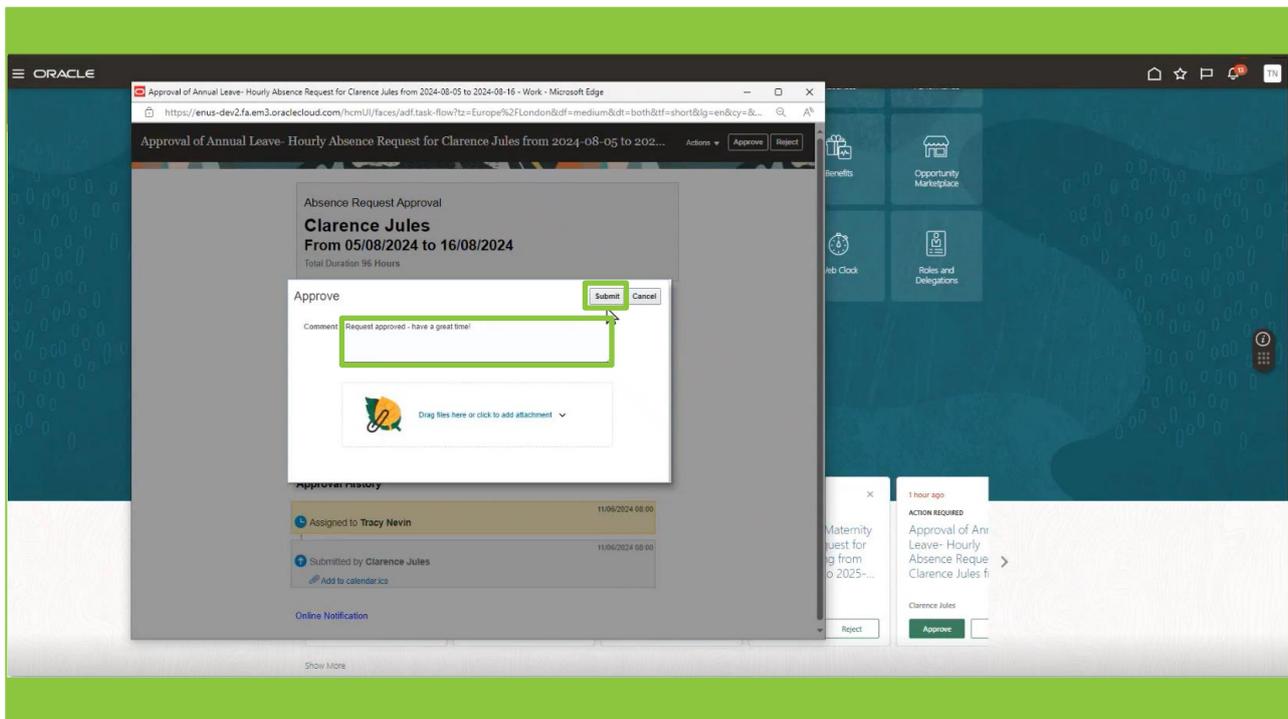
03

After reviewing details of the request, if you wish to give your approval, select the **Approve** button.



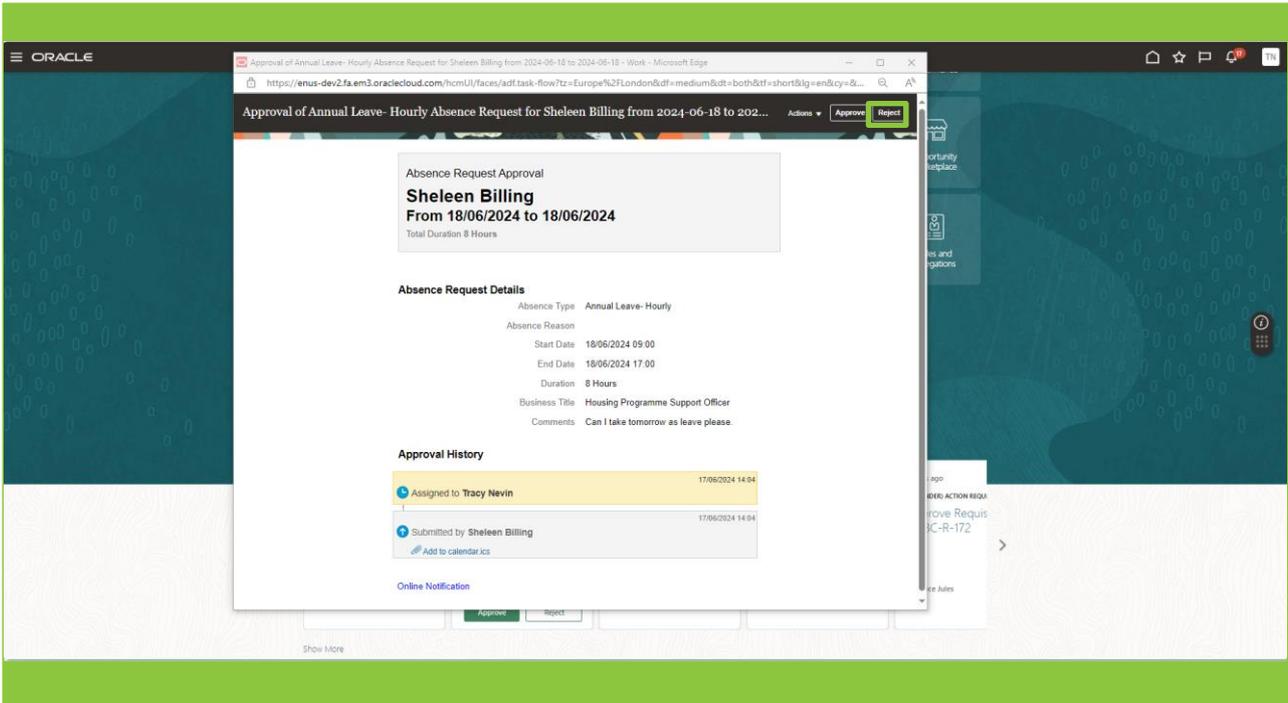
04

An **Approval** box will appear, and you will have the opportunity to add a note in the optional **Comment** box. Once complete, select the **Submit** button. The request has now been approved.



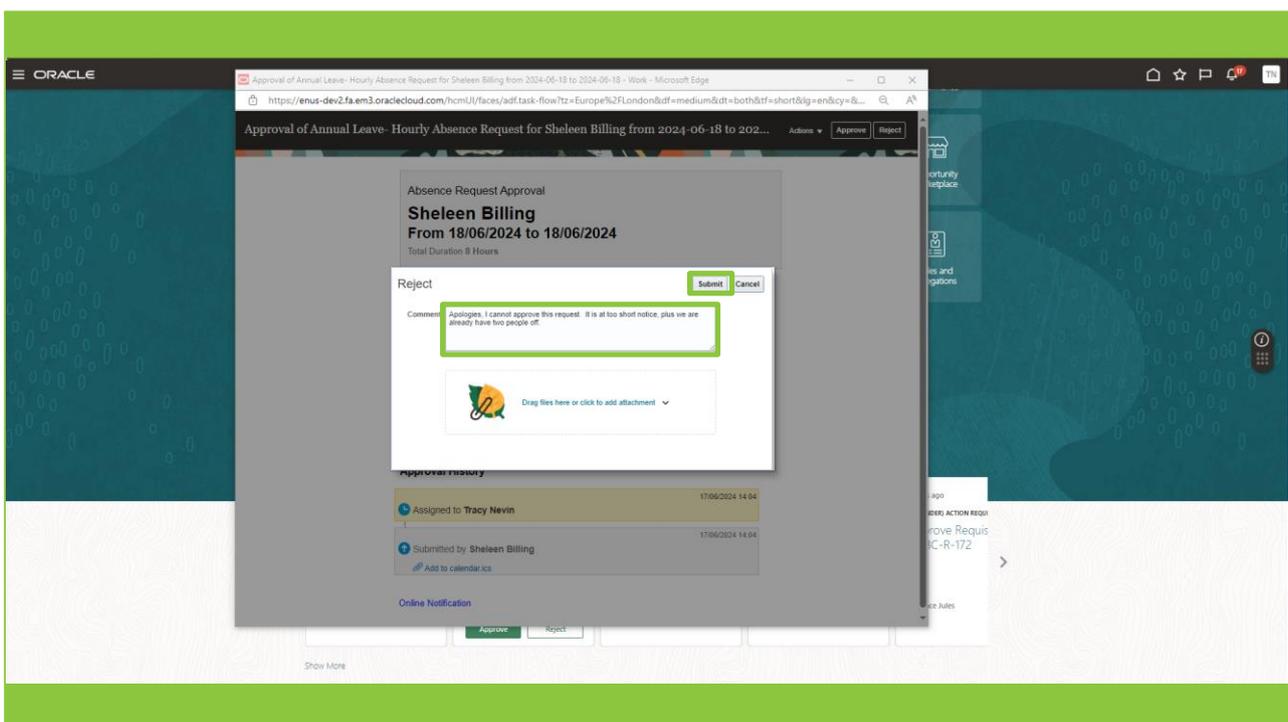
If you review an absence request and decide that you are unable to approve it, then you do have the option to either decline the request or return it to the originator to ask for more information.

In this first example below, the user has reviewed the request and has decided to decline it by selecting the **Reject** button.



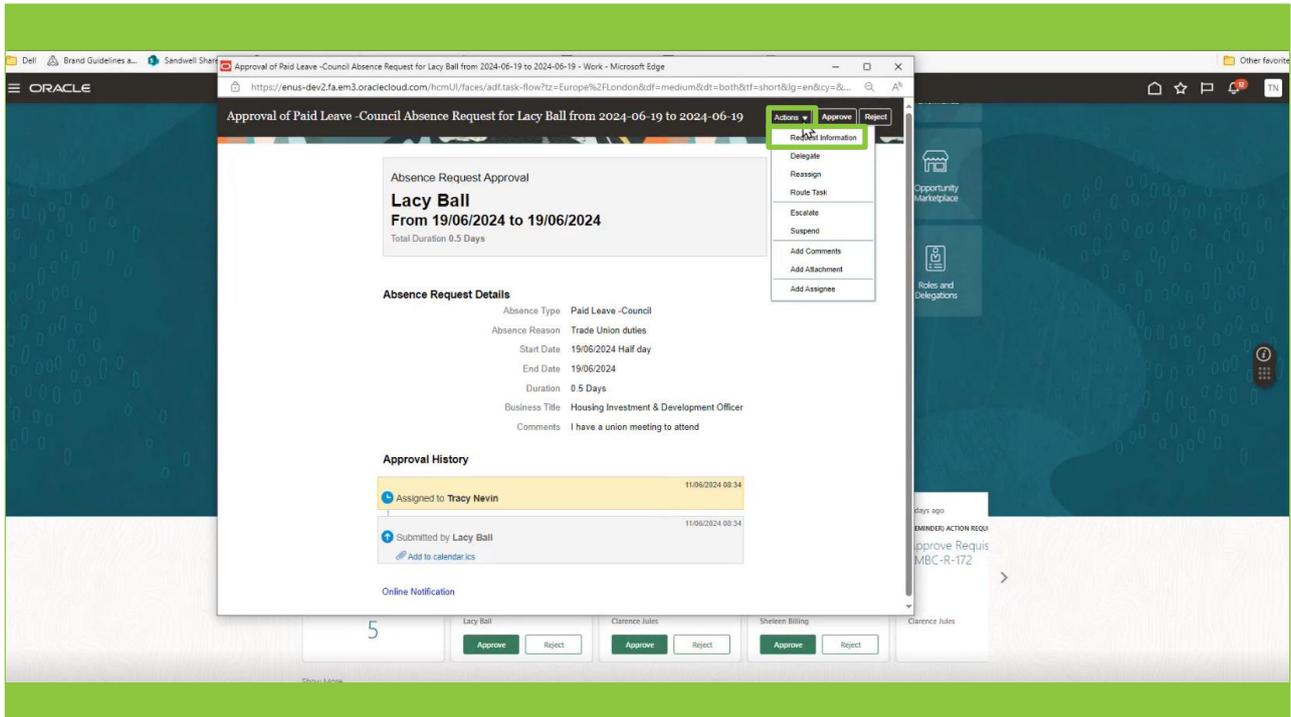
A **Reject** box will appear, and you will have the opportunity to add a note in the **Comment** box explaining why you are declining the request.

Once complete, select the **Submit** button. The request has now been rejected.



In this final example, after reviewing the request, the user has decided to return the request to the initiator to ask for more information.

To do this, select the **Actions** button, then choose **Request Information** from the drop-down options list.



A **Request Information** box will appear. Firstly, select the name of the person that you wish the request to be sent to. Next, add a comment detailing the additional information that you require.

In the **Return Options** field, select the radio button so that the response comes back to you.

Once all fields have been completed, select the **Submit** button. The request will now be returned to the initiator with your request for more details.

