

Quick Reference Guide:

Absence Management – Approve Absence Requests

Purpose:

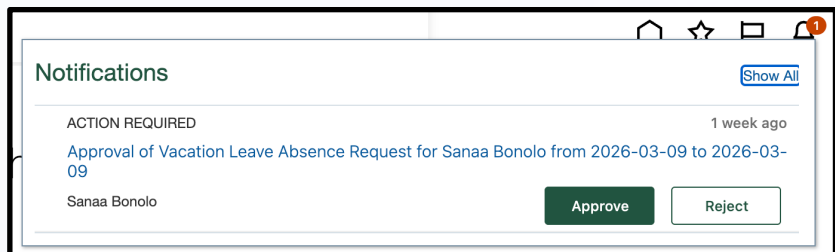
For Tulane employees with Line Manager/My Teams access in WaveWorks to review and approve absence requests submitted by direct reports.

Step-by-Step:

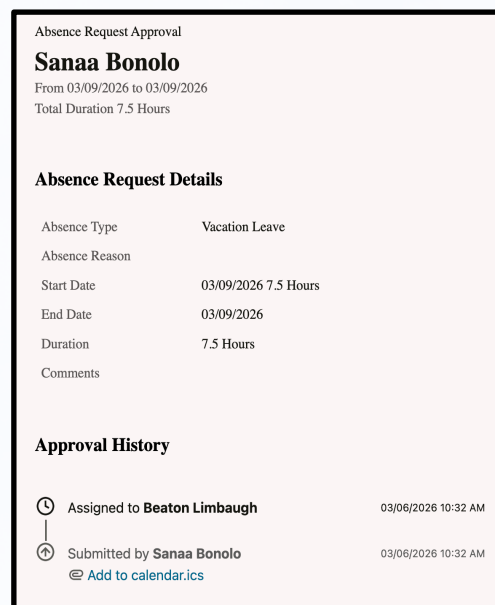
1. From the WaveWorks homepage, select the **Bell Notification** icon.



2. Open the absence approval notification and select the item to review. You may also choose to **Approve** or **Reject** directly from the notification.



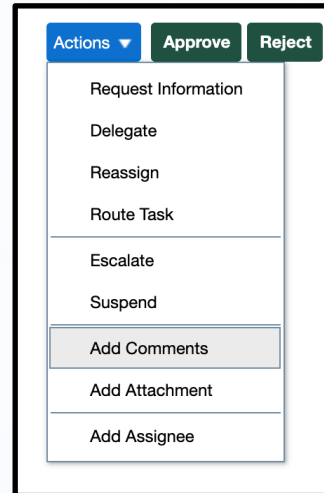
3. Open the employee's absence request to review the absence type, dates, and comments.



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4. Select **Add Comments** to enter comments (optional).



5. Select **Approve** or **Reject**. The employee will be notified of your decision via bell notification and email.

