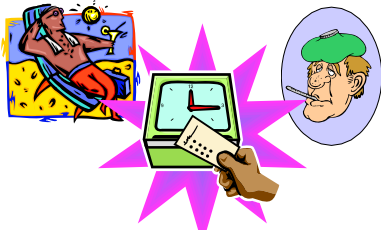# Absence Management Self Service Overview

Absence Event Occurs
(Employee earns compensatory time and/or takes an absence)

Employee enters absence event in Employee Absence Self Service via Titan Online

Timekeeper reviews, returns for correction, corrects and/or enters absences online for employees within their security access.*

Available reports for Timekeepers to validate absence entries
1. Absence Activity Report
2. No Time Take Report
3. Reported Absences

Employees, Timekeepers and Managers are notified via email when balances are posted and available for review via Employee or Manager Self Service

Payroll enters/process/validates absences directly in Absence Management module.

Available reports for Managers to validate absence entries
1. Absence Activity Report
2. No Time Take Report
3. Reported Absences
4. Reported Absences Not Approved

Managers approve, returns for correction, corrects and/or enters absences for employees who "report to" them online in Manager Absence Self Service via Titan Online. *

Managers may designate an alternate or proxy (maintained by Payroll) to enter/process absences on their behalf.

* When a Timekeeper or Manger returns an absence to the employee for correction or corrects an absence on behalf of the employee, the employee is notified of the action via email.