Absence Management

Approving or Rejecting Time Off for Exempt Employees

Instructions:

1. On the Ignite main page, select the bell icon to view your notifications.

2. Once the notifications menu drops down, select the absence request that requires attention to view details.

3. A pop-up window will appear. It will show you the details of the request.

4. You can choose to click on Approve or Reject.

Line managers must approve or reject certain types of absence requests. This guide explains how to do so.