

Absences Requiring Approval Before Export

This is enabled through the **Export Workflows** page of the **Administration** section. This feature allows for absences and/or timesheets to be approved/validated before being exported to your HRIS system. All fields and steps in the workflow are customizable by Employee Group and Reason Code.

Setting up Your Approval Process:

Customize the header you want to display on the EasyConnect Dashboard.

From the Homepage, click on a # to review the absences associated to the workflow step. “Ready to Export” reference the Absence or Replacement records that have been approved.

Absence Approvals	Absences
Test	0
Test 2	0
step	0
Ready to Export	61
Update now.	

Default Workflow:

Describes the general experience of not having any human intervention before Absence and Replacement records are exported. These will also show up under “Ready to Export”.

Custom Workflow:

Custom Workflows are used when someone is required to approve or validate Absence or Replacement records before they are exported.

Custom Workflows can have an individual or group of users that can access this approval for the specific reason codes or employee groups in an absence.

Creating a Custom Workflow:

1. From the **Administration** section, select **Export Workflows**.
2. Select **Add A Custom Workflow** and name your workflow. Select when an absence can be approved (X hours before start of absence), if the workflow is for Absence or Replacement records, which employee groups and reasons the workflow is for. Click **OK** when done.

Option: Re-Loop workflow if edited/filled and Validate required fields.

- To enter your workflow step, click **Add Workflow Step**. Give your step a description, name the 'pass' and 'fail' buttons, if needed.
- Select if the absence in this step can be bulk approved and the users or privilege group that are responsible for this step. Click **SAVE**.
- Repeat step 3 and 4 until your workflow steps are added. Click **OK**.

Absence Export Workflows

Workflow Name: Approval For Teaching

Absences can be approved: 0 hours before start time

Workflow is for a(n): Absence Replacement

Employee Group(s): Teacher Elementary; Teacher Secondary

Reason(s): LWOP - Leave Without Pay

Re-loop workflow if edited/filled: Yes No

Validate required fields: Yes No

Description

Approval Required	Pass button for this step: Approve	SAVE	CANCEL
	Fail button for this step: Reject		
	Absences can be bulk approved: <input checked="" type="radio"/> Yes <input type="radio"/> No		
	Users with access to this step:		
	Privilege Groups with access to this step: Administrator		

Ready to Export

Approving Records for Export

Use your Homepage to monitor your absences or use the Export Workflows page from the EasyConnect section. From the Homepage, simply click on a # to view the absences for the indicated work flow step.

The Export Workflows page displays all records for the approval step you are responsible for. Your School District can choose to permit the ability to bulk approve or reject the records displayed.

If the bulk approval is not turned on, please click the Absence Code that requires approval, review the details and click the appropriate button (e.g. approved, reject, reviewed, submit, etc.). The 'Workflow Status' will be updated.

2018-02-27	08:30 AM to 03:30 PM	Absent: Dave Benk EIN: 8642 Job: Teacher FTE: 1 Assignment: Primary Reason: BEREAV - Bereavement Leave YTD Additional Info: Release Code: Workflow Status: Ready To Approve	Absence: 100% Auto-populated Sent to HR: No Status: Active
<input type="button" value="APPROVE"/>			
2018-02-27	08:30 AM to 03:30 PM	Fill Method: EasyConnect Replacement: Charge Back: 122ST100000 - CCC - Daycare Infants and Toddlers	Payroll: 100% Auto-populated
Pages: 1 of 1 1			
<input type="button" value="BULK EDIT"/> <input type="button" value="DEACTIVATE SELECTION"/>			

2018-02-27	08:30 AM to 03:30 PM	Absent: Dave Benk Assignment: Primary Reason: BEREAV - Bereavement Leave YTD Workflow Status: Ready to Export	Absence: 100% Auto-populated
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