# UBC Supervisor PAT User Guide

Reviewing Employee Absence Requests
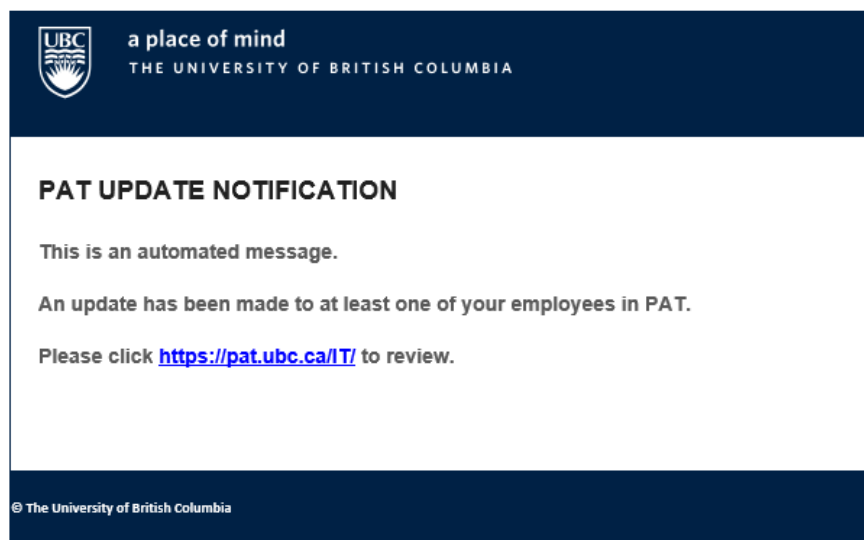
7/26/2016

Business Information Systems – Service Delivery

UBC INFORMATION TECHNOLOGY

# Approving Employee Absence Requests in PAT

1.  Supervisors are notified of their employee's absence requests via an automated email notification from PAT. This email will contain a generic notification stating that updates have been made to at least one of your employees in PAT. This message is generic because only one notification per supervisor will be sent out each day, regardless of how many absence requests are submitted by their employees. This is to prevent unnecessary notifications that would clog the supervisor's email inbox. At the bottom of this email notification click the link to go to PAT.

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**PAT UPDATE NOTIFICATION**

This is an automated message.

An update has been made to at least one of your employees in PAT.

Please click **https://pat.ubc.ca/IT/** to review.

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**INFORMATION TECHNOLOGY**

2. Once you have logged into PAT using your CWL information, you will be left at the profile selection screen. From here, you will be able to see any pending requests from your employees that require approval. Beside the employee's name you will see one or more icons, indicating the type of absence they have requested. By hovering the pointer over each icon you can see the details of the absence type. Click any of these icons to proceed to the approval page.
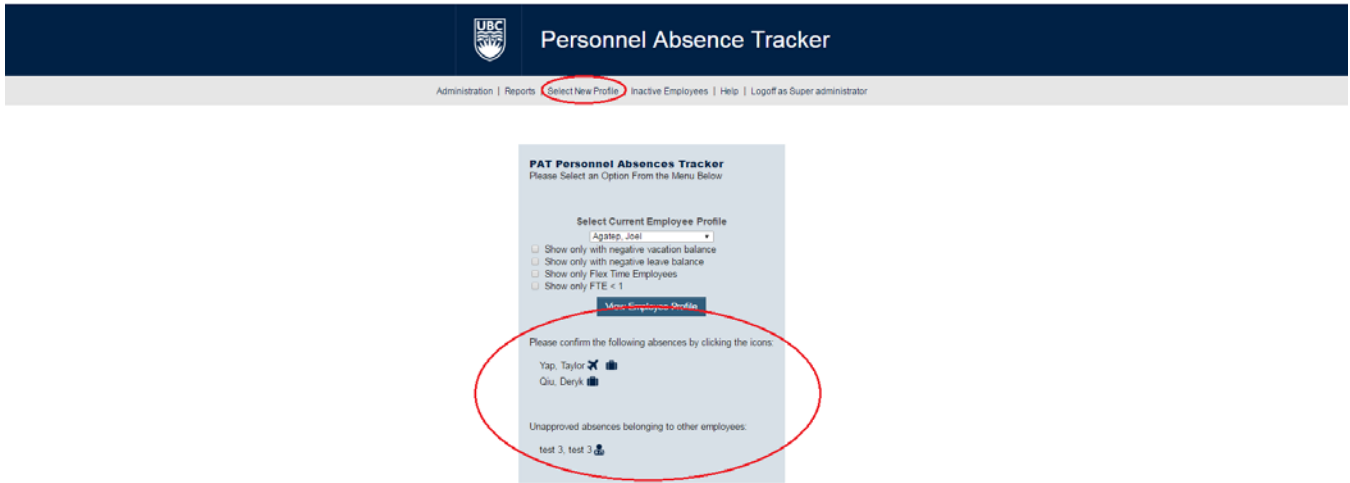


3. After clicking the desired icon (the umbrella in this example, for vacation) you are taken to the selected employee's vacation or leave page. Under "**VACATION Scheduled**" or "**LEAVE Taken**" you will see any "**Pending**" requests. Beside those requests are options to edit (pencil), approve (check mark), decline (x mark) and delete (trash can). Click the option you desire to proceed.

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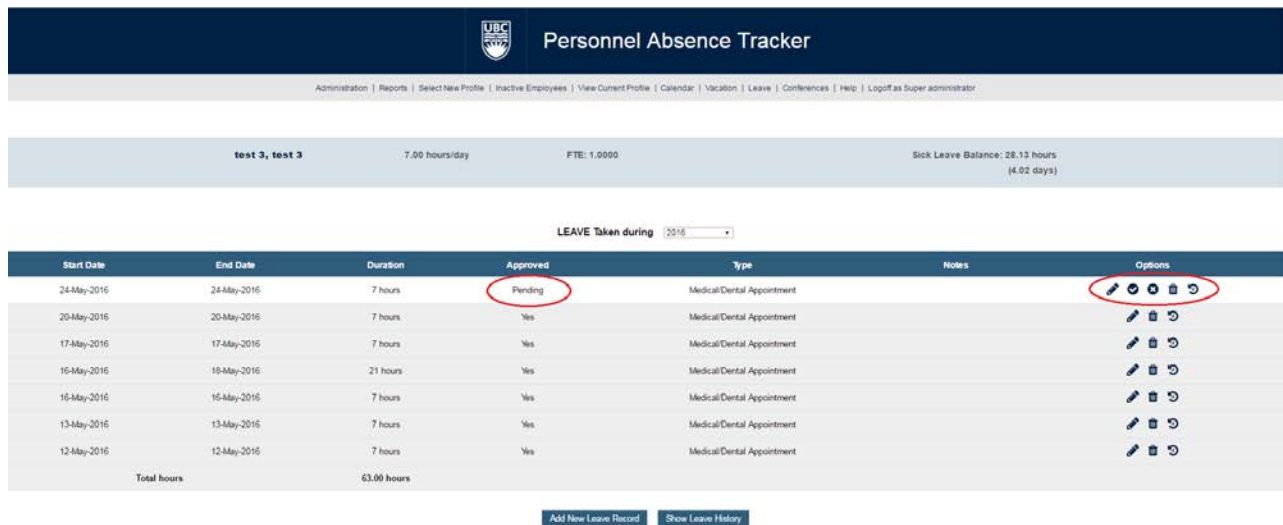
**4.** Once the absence has been approved or declined, you will see the change in "Approved" status immediately. At this point a notification will also be sent out to the employee, advising them that an update has been made to PAT, and will provide them with a link to login to PAT and confirm.