

What's New For Managers

Starting November 23, 2020, managers have an option to download an .ics calendar file to display an employee's upcoming absence in their own calendar. This file will be available to download through the HRMS Bell notification area and within the absence request notification email.

Approval of Paid Leave Absence Request for Benny FTAdmin from 2020-11-22 to 2020-11-22 Actions ▾ Approve Reject

Absence Request Approval
Benny FTAdmin
From 22-Nov-2020 to 22-Nov-2020
Total Duration 1 Days

Absence Request Details

Absence Type: Paid Leave
Absence Reason: Union Business
Comments:

Analyst, Change Management-1270045

Absence Date	Absence Time	Duration
22-Nov-2020	Full day	1 Days
Total		1 Days

Approval History

Assigned to **Maggie FTAdmin** 22-Nov-2020 5:54 PM

Submitted by **Benny FTAdmin** 22-Nov-2020 5:54 PM

[Add to calendar.ics](#)

[Online Notification](#)

Note - the .ics calendar file download will be a static absence entry, which means, if the absence request is modified within the HRMS, the manager must download a new .ics file and delete the old one from their calendar.