

Approve Absence Request in HORUS Manager Self Service

This Quick Guide outlines the steps supervisors need to follow for approving, denying, or pushing back absence requests in HORUS.

For security reasons, the approval buttons in the email notifications sent to supervisors have been disabled. Absence requests must now be actioned directly in HORUS.

For technical assistance in relation to HRMS or HORUS please contact HR Systems.

Email: hssystem@anu.edu.au

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquiries please contact the ANU Service Desk.

Email: servicedesk@anu.edu.au

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

HR Operations: hroperations@anu.edu.au

Remunerations and Conditions (Payroll): payroll@anu.edu.au

Local area HR contacts: [Local area HR contacts](#) | [Services](#)

Section 1:

Step 1

When staff member submits an absence request, a notification is sent to the supervisor's email account.

Note: for security reasons, direct approval buttons in the email have been disabled and replaced with a link to log into HORUS.

Absence Request for Staff Member (1111111) is awaiting your approval

 HRMS E-mail Approval <t8754@anu.edu.au>
To: Supervisor@anu.edu.au
If there are problems with how this message is displayed, click here to view it in a web browser.

Absence Request for Staff Member (1111111) is awaiting your approval

Absence Name Annual Leave - ANN LVE
From Oct 01, 2025
To Oct 01, 2025
Duration 7.00 Hour(s)
Job Title ANU Officer
Department ANU Administration
Request Status Submitted

To view and action this absence request, please either use the following link [View Absence approval request](#) or log into HORUS Self Service. You will be able to approve, deny or pushback this request.

When provided, please verify the attachment(s) prior to responding to the leave application. Attachments will be stored in the employee's folder in ERMS.

Absence Balances as of Sep 24, 2025

Entitlement	Balance
Annual Leave Balance	178.83 Hour(s)
Personal Leave Balance	383.59 Hour(s)
Long Service Leave Balance	181.25 Hour(s)

** Please note: Absence balances are accurate at the time the leave application was submitted, and do not take into account future leave.

Approval History

Name	Status	Status Date
Staff Member	Submitted	Oct 21, 2025

DO NOT FORWARD THIS EMAIL

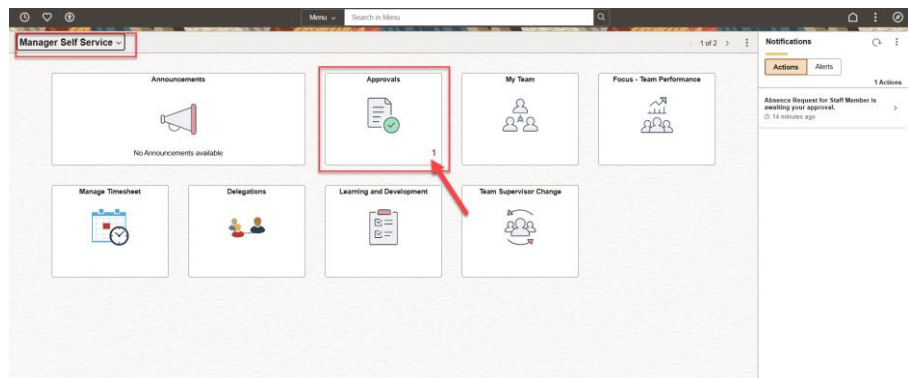
This email contains confidential staff information and an active link which provides the recipient with access to your approval delegations. It should not be forwarded or copied.

Step 2

To action on the absence request:

- 1 Login to [HORUS](#)
- 2 In **Manager Self Service**, navigate to the **Approvals** tile

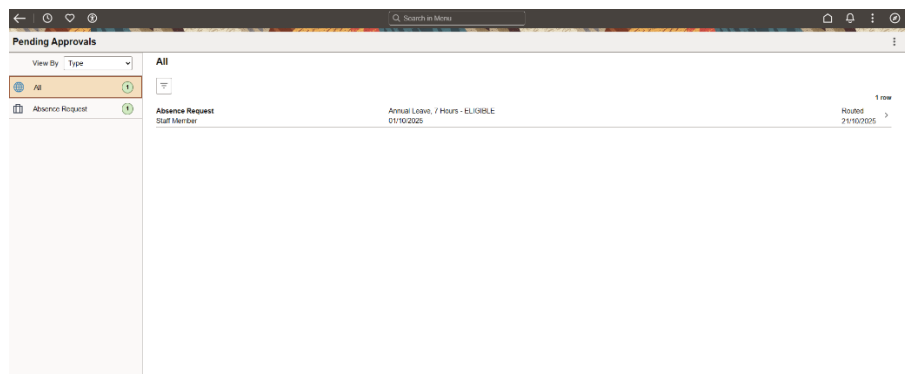
You can use a link from the absence email received to log in to HORUS.



Step 3

Pending requests are available for review in the list.

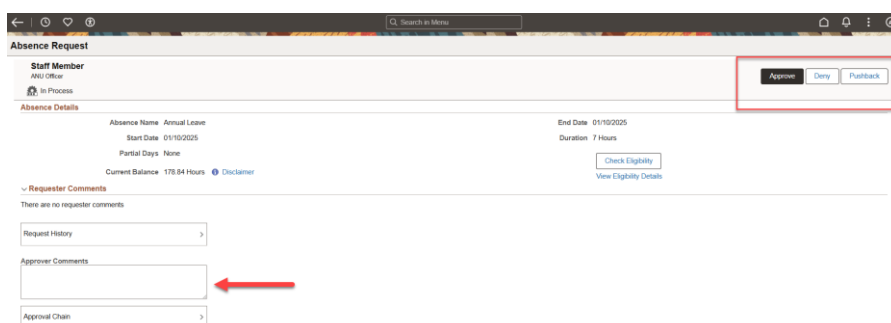
Select the absence request that requires action (approve, deny, or push back).



Step 4

Select the button in the top-right corner to approve, deny, or push back the absence request.

You may enter comments in the Approver Comments box; these will be visible to the staff member.



Absence Request

Staff Member
New Officer

Absence Details

Absence Name: Annual Leave End Date: 01/10/2025
Start Date: 01/10/2025 Duration: 7 Hours
Partial Days: None
Current Balance: 175.94 Hours [Disclaimer](#)

[Check Eligibility](#) [View Eligibility Details](#)

Requester Comments
There are no requester comments.

[Request History](#)

Approver Comments

[Approval Chain](#)

Section 2:

Reminders

If an absence request remains unactioned for three weekdays, the system will send a reminder email to the supervisor. A second reminder will be sent on the seventh weekday.

Escalation

If an absence request remains unactioned after ten weekdays, it will be automatically escalated to the supervisor's supervisor.