

How to cancel an absence:

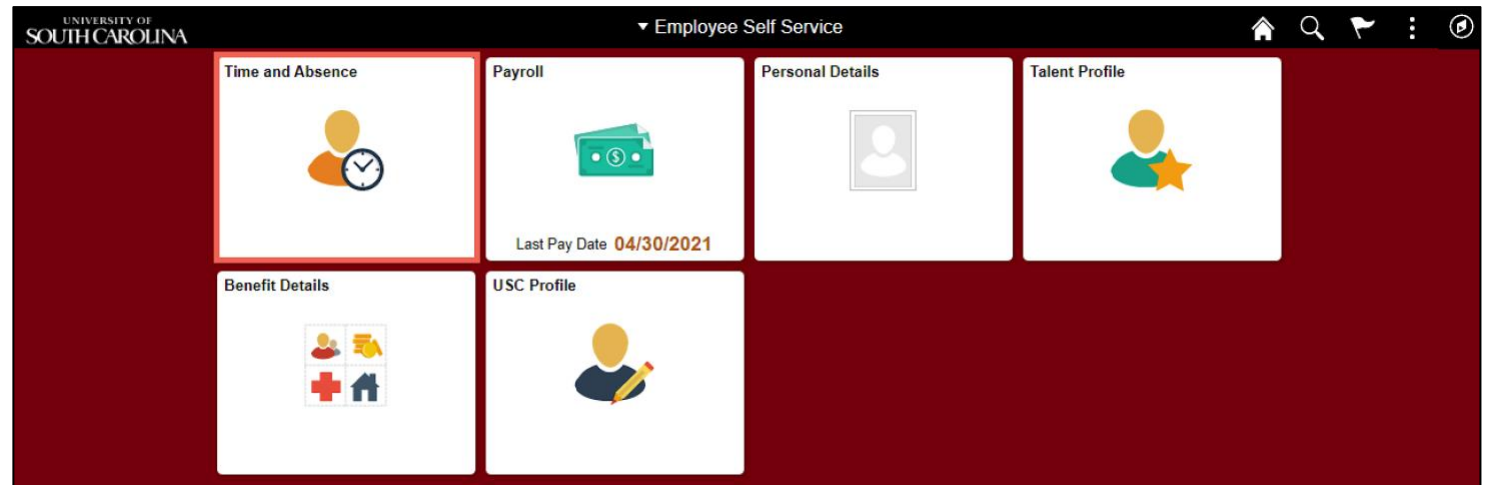
This job aid outlines how an employee can cancel an absence request.

Navigation: Employee Self Service > Time and Absence > Cancel Absences

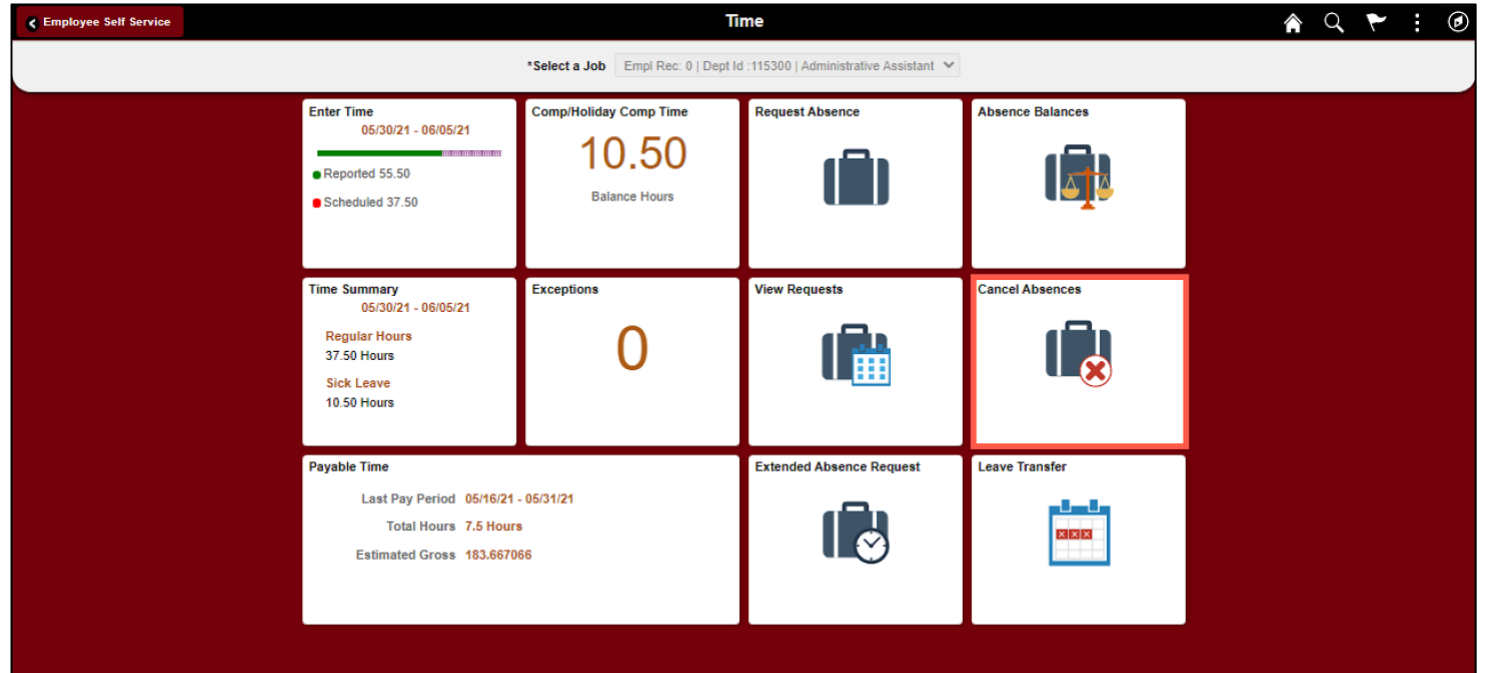
Processing Steps

Step 1: On the Employee Self Service landing page, click the **Time and Absence** tile.

Screenshots



Step 2: Click the Cancel **Absences** tile, to cancel an absence.



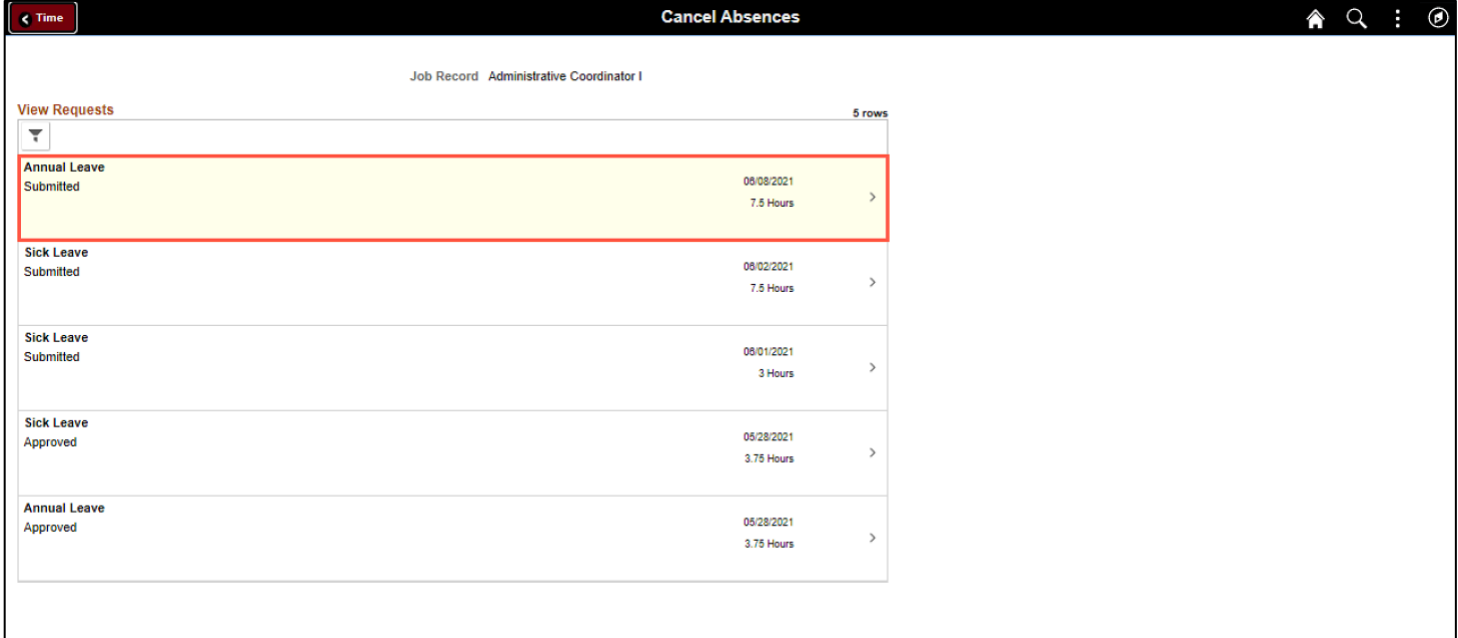
The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. At the top, there is a navigation bar with 'Employee Self Service' and 'Time'. Below this, a dropdown menu shows '*Select a Job' with details: 'Empl Rec: 0 | Dept Id: 115300 | Administrative Assistant'. The main content area features several tiles:

- Enter Time:** 05/30/21 - 06/05/21. Reported 55.50, Scheduled 37.50.
- Comp/Holiday Comp Time:** 10.50 Balance Hours.
- Request Absence:** Icon of a briefcase.
- Absence Balances:** Icon of a briefcase and scales.
- Time Summary:** 05/30/21 - 06/05/21. Regular Hours 37.50, Sick Leave 10.50.
- Exceptions:** 0.
- View Requests:** Icon of a briefcase and calendar.
- Cancel Absences:** Icon of a briefcase with a red 'X', highlighted with a red border.
- Payable Time:** Last Pay Period 05/16/21 - 05/31/21. Total Hours 7.5, Estimated Gross 183.667066.
- Extended Absence Request:** Icon of a briefcase and clock.
- Leave Transfer:** Icon of a calendar with red 'X's.

Step 3: Click to select the absence request you would like to cancel.

If the absence was already approved by your manager, your manager **MUST** approve the cancel absence request before the absence is canceled.

If the absence was never approved by your manager (e.g., if was in a submitted status), your cancellation action automatically cancels the absence.



Cancel Absences

Job Record Administrative Coordinator I

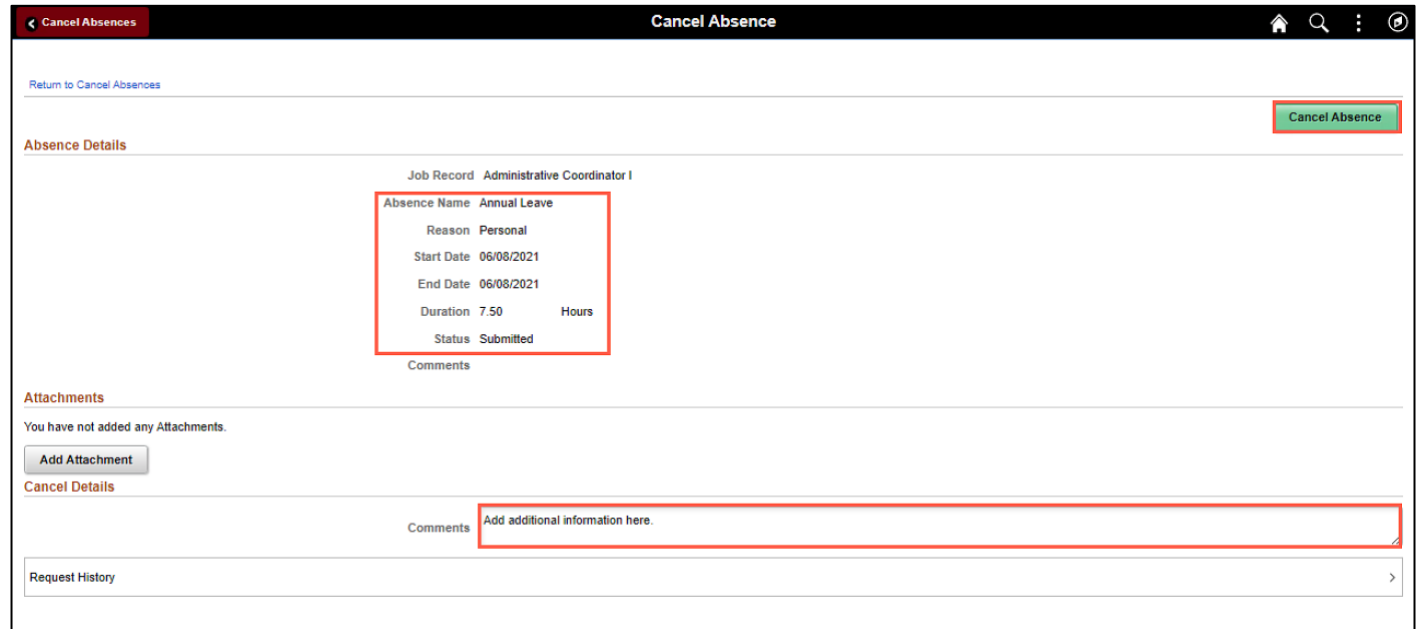
View Requests 5 rows

Annual Leave Submitted	08/08/2021 7.5 Hours	>
Sick Leave Submitted	08/02/2021 7.5 Hours	>
Sick Leave Submitted	08/01/2021 3 Hours	>
Sick Leave Approved	05/28/2021 3.75 Hours	>
Annual Leave Approved	05/28/2021 3.75 Hours	>

Step 4: Review the Absence Request details to make sure it's the request you would like to cancel.

Step 5: Click in the **Comment** box to provide additional information.

Step 6: Click the **Cancel Absence** button.



Cancel Absences Cancel Absence

[Return to Cancel Absences](#) **Cancel Absence**

Absence Details

Job Record Administrative Coordinator I

Absence Name	Annual Leave
Reason	Personal
Start Date	06/08/2021
End Date	06/08/2021
Duration	7.50 Hours
Status	Submitted

Comments

Attachments

You have not added any Attachments.

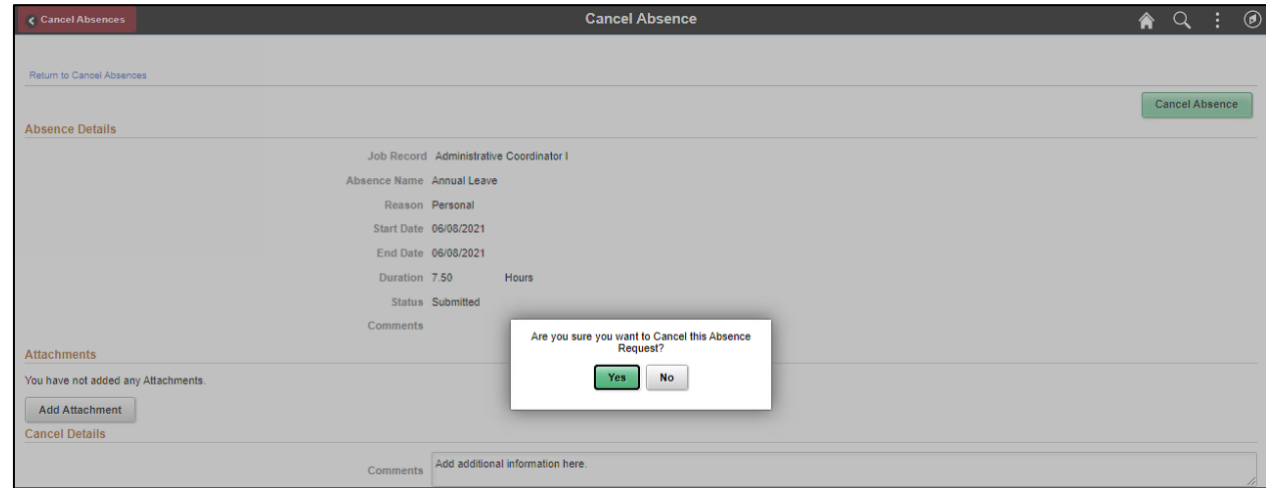
Add Attachment

Cancel Details

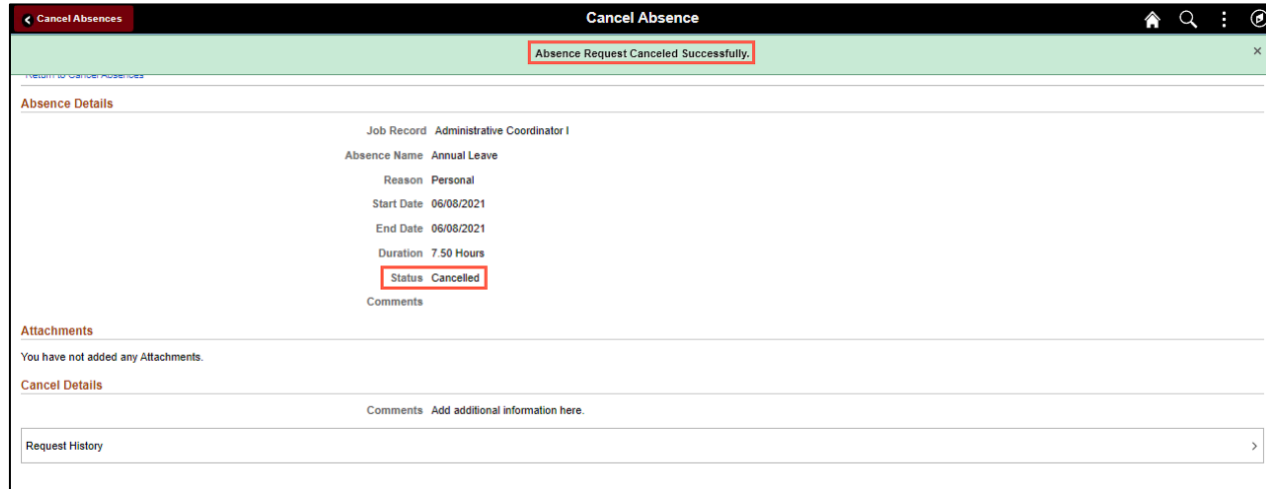
Comments

Request History >

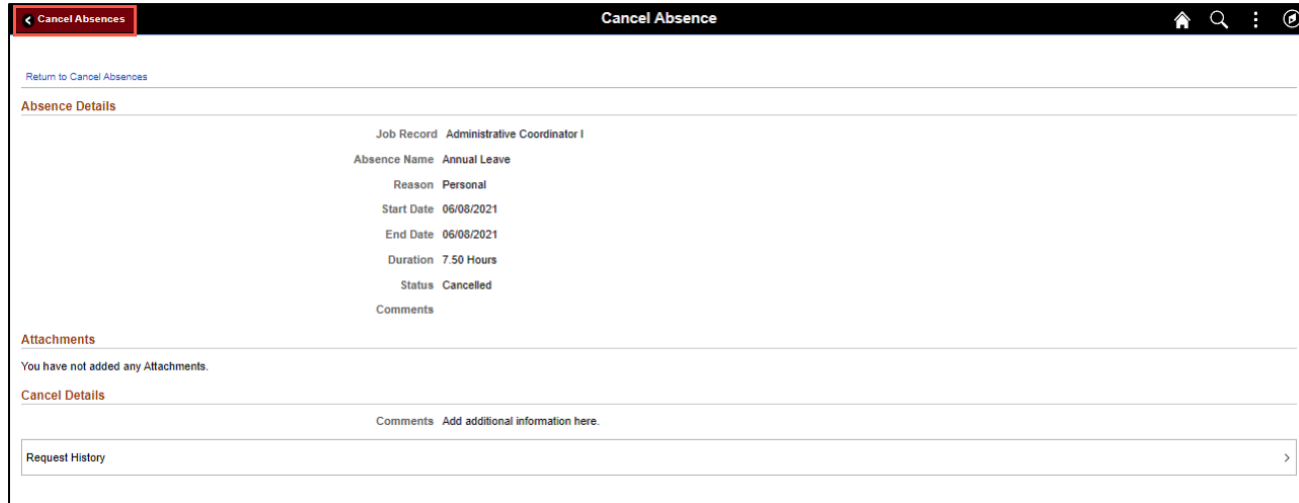
Step 7: Click the **Yes** button to confirm you would like to cancel.



A message appears at the top of the page indicating the absence request has been canceled successfully and the status updates to **Canceled**.



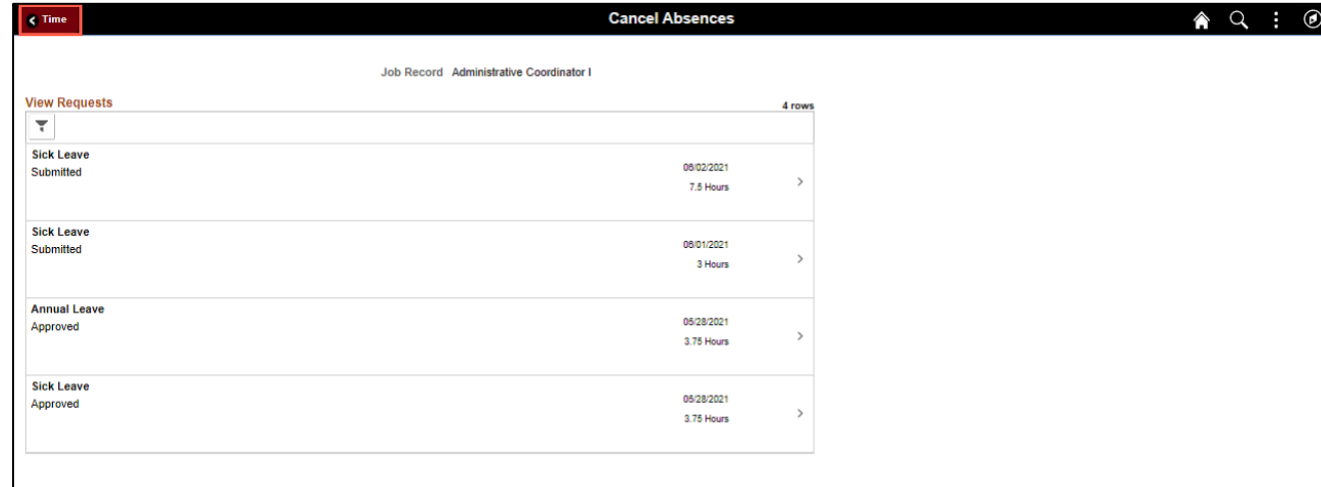
Step 8: Click the **Cancel Absences** tab to the view requests page.



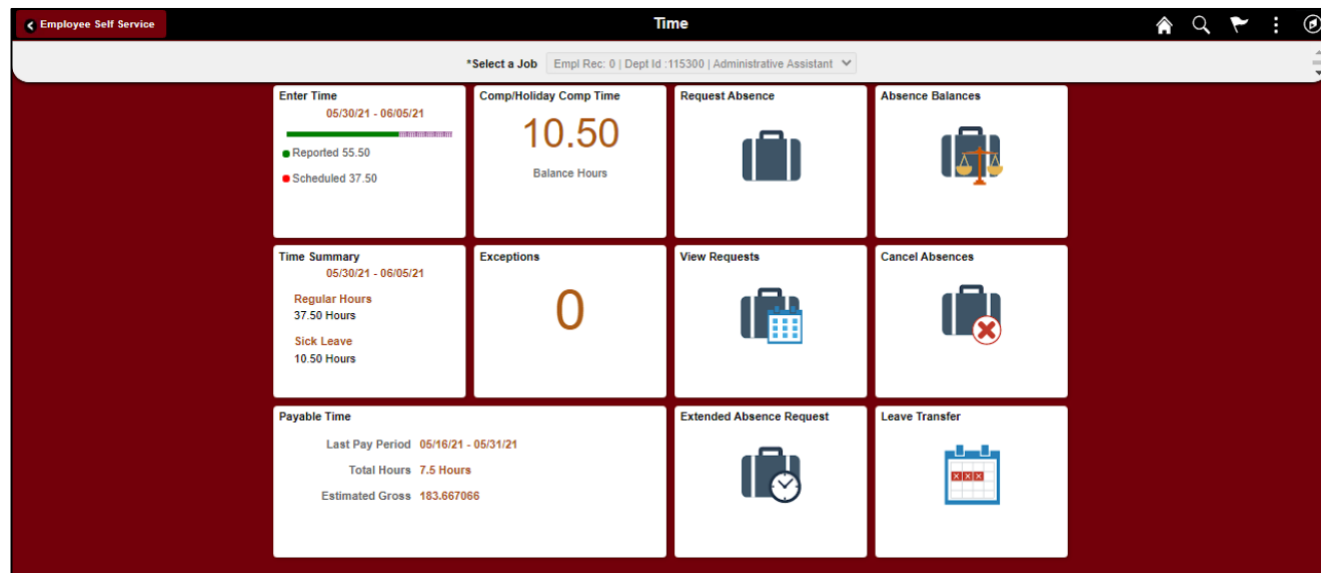
The screenshot shows a mobile application interface for 'Cancel Absence'. At the top, there is a navigation bar with a back arrow, the text 'Cancel Absences', and the title 'Cancel Absence'. Below the navigation bar is a link 'Return to Cancel Absences'. The main content area is divided into sections: 'Absence Details' with fields for Job Record (Administrative Coordinator I), Absence Name (Annual Leave), Reason (Personal), Start Date (06/08/2021), End Date (06/08/2021), Duration (7.50 Hours), Status (Cancelled), and Comments; 'Attachments' with the message 'You have not added any Attachments.'; 'Cancel Details' with a 'Comments' field containing the text 'Add additional information here.'; and a 'Request History' section at the bottom with a right-pointing arrow.

Step 9: Click the **Time** tab to return to the Time Self Service page where you can continue to enter time, request and/or view time and absence information.

You successfully learned how to cancel an absence request.



View Requests		
Sick Leave Submitted	06/02/2021	7.5 Hours
Sick Leave Submitted	06/01/2021	3 Hours
Annual Leave Approved	06/28/2021	3.75 Hours
Sick Leave Approved	06/28/2021	3.75 Hours



Time

*Select a Job: Empl Rec: 0 | Dept Id :115300 | Administrative Assistant

Enter Time 05/30/21 - 06/05/21 Reported 55.50 Scheduled 37.50	Comp/Holiday Comp Time 10.50 Balance Hours	Request Absence	Absence Balances
Time Summary 05/30/21 - 06/05/21 Regular Hours 37.50 Hours Sick Leave 10.50 Hours	Exceptions 0	View Requests	Cancel Absences
Payable Time Last Pay Period 05/16/21 - 05/31/21 Total Hours 7.5 Hours Estimated Gross 183.667066		Extended Absence Request	Leave Transfer