

University of South Carolina Absence Management - MSS Cancel an Absence Request on Behalf of an Employee

How to cancel an absence:

This job aid outlines how a manager can cancel an absence request on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, canceling absences, reporting, and viewing activities.

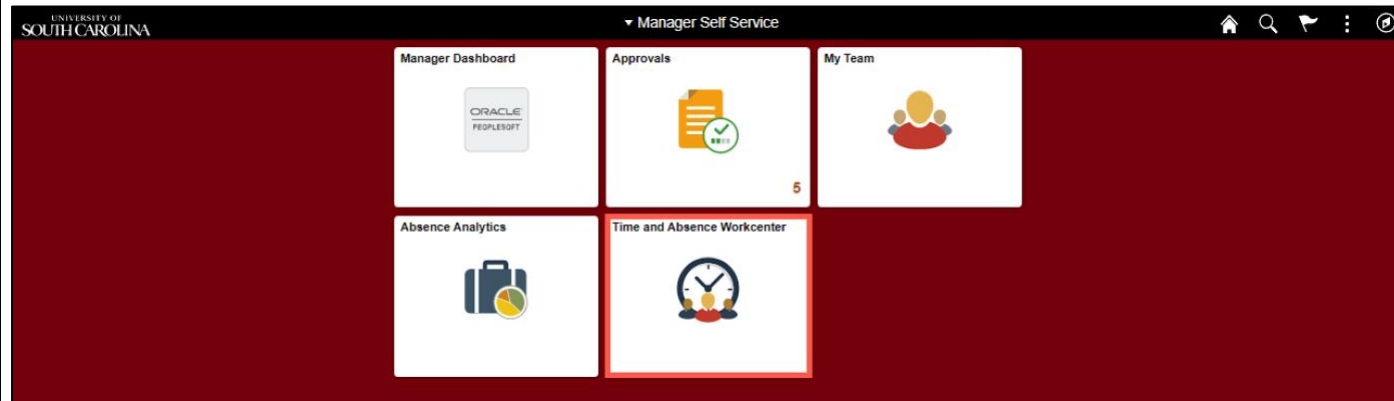
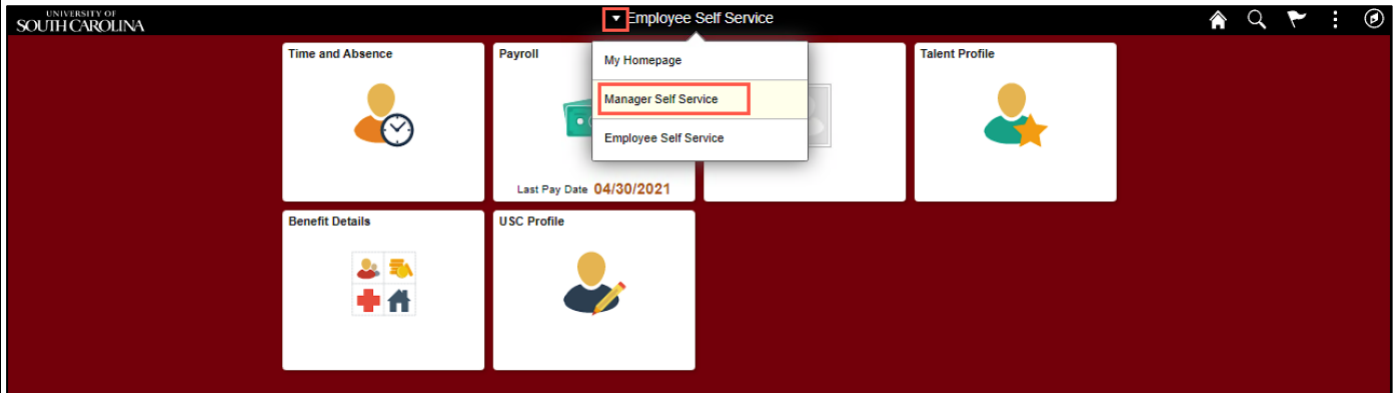
Navigation: Employee Self Service > Manager Self Service > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



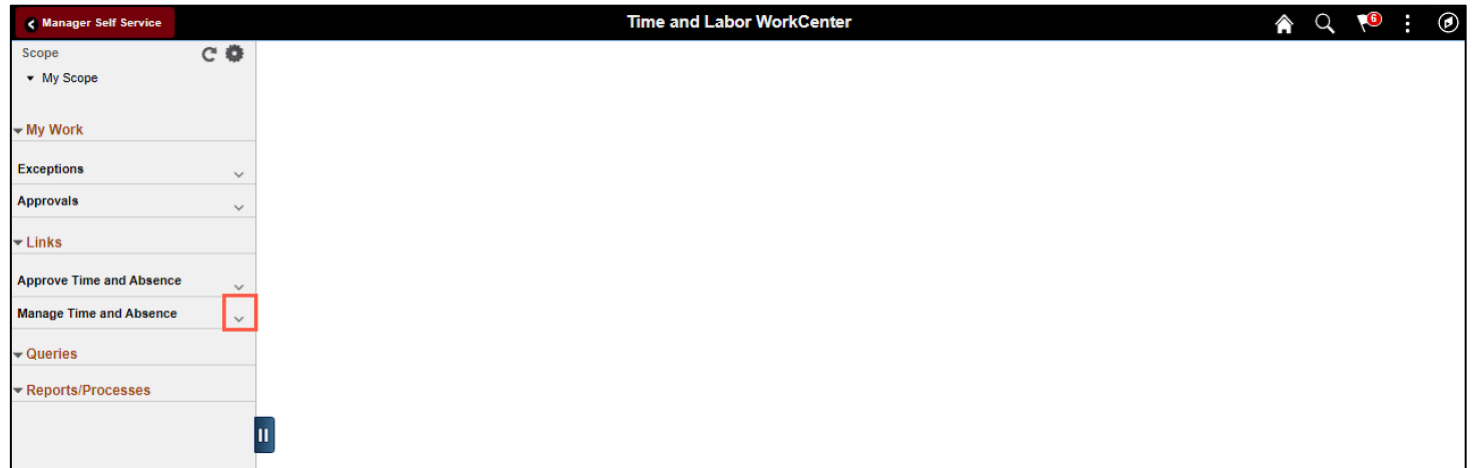
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Time and Absence Workcenter

provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries, and reports.

Step 3: Click the **Manage Time and Absence** drop-down arrow.



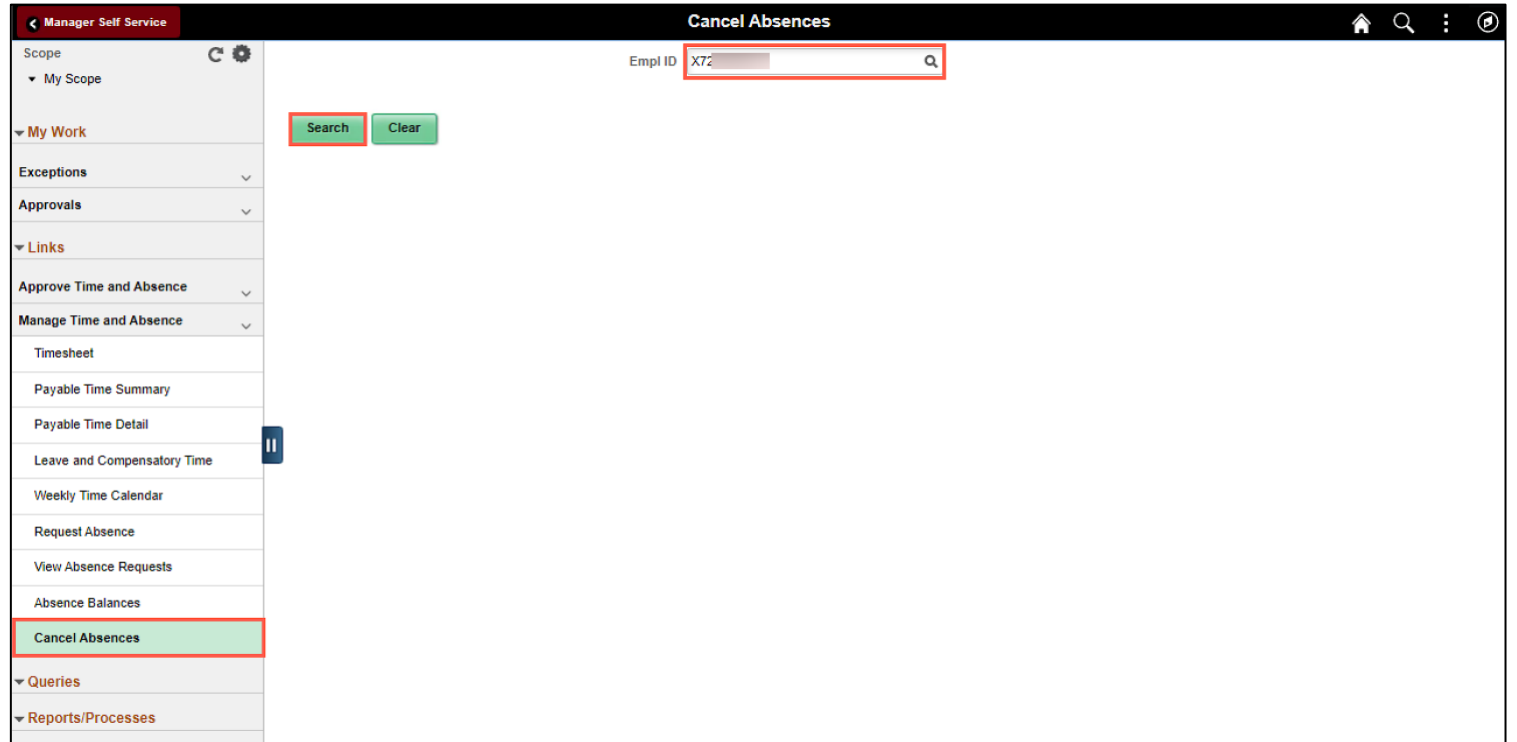
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Step 4: Click the **Cancel Absences** option from the drop-down list.

Step 5: Enter the employee's EMPL ID (USCID) in the **EMPL ID** field.

If you don't know the employee's EMPL ID (USCID), click the magnifying glass to go to a search page. On that page select the employee from a list or search by name.

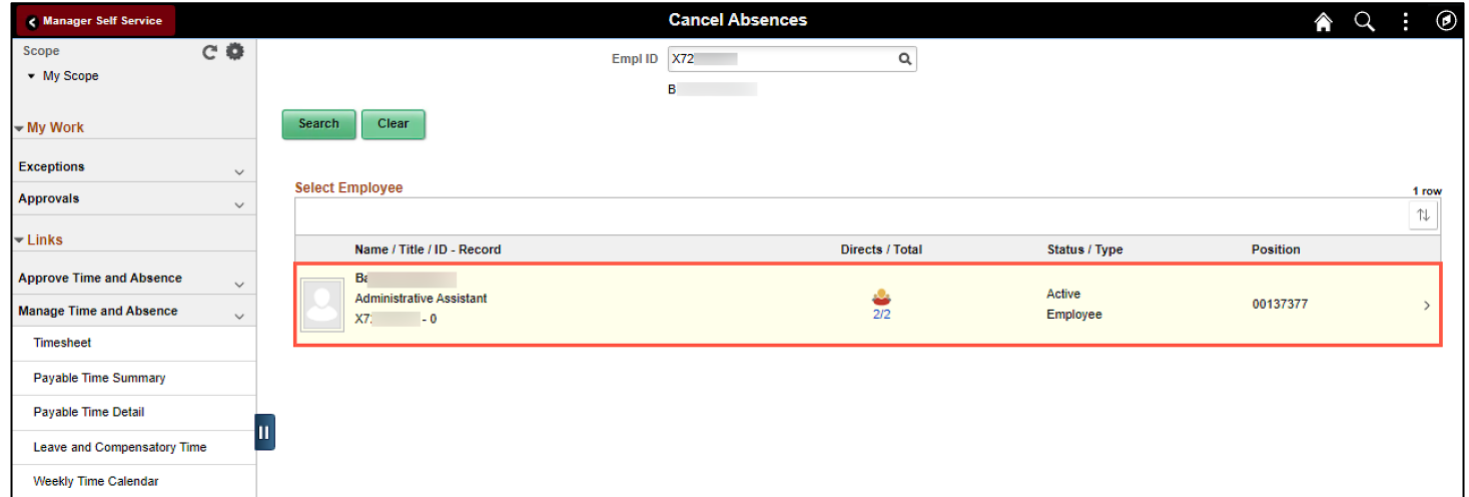
Step 6: Click the **Search** button.



The screenshot displays the 'Cancel Absences' interface within the 'Manager Self Service' application. On the left, a navigation menu lists various options, with 'Cancel Absences' highlighted in green and outlined in red. The main content area features a search bar labeled 'Empl ID' containing the text 'X72', with a magnifying glass icon to its right. Below the search bar are two buttons: 'Search' (highlighted in red) and 'Clear' (highlighted in green). The top of the page shows the breadcrumb 'Manager Self Service' and the title 'Cancel Absences'.

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Step 7: Click the **Employee** row.



Cancel Absences

Empl ID: X72

Search Clear

Select Employee

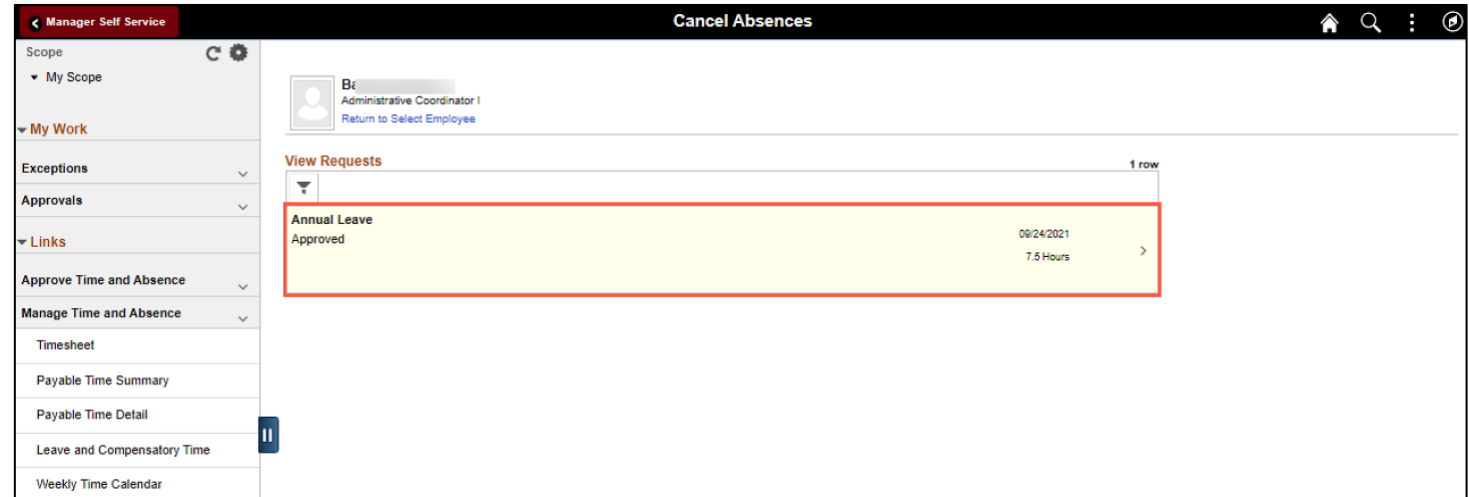
Name / Title / ID - Record	Directs / Total	Status / Type	Position
B: Administrative Assistant X7: - 0	2/2	Active Employee	00137377

Here you will see a list of the employee's absence requests.

An absence may need to be canceled due to changes in dates/hours or complete cancelation of the leave.

NOTE: Please ensure you have communicated with the employee regarding canceling this leave request.

Step 8: Click the absence request you would like to cancel.



Cancel Absences

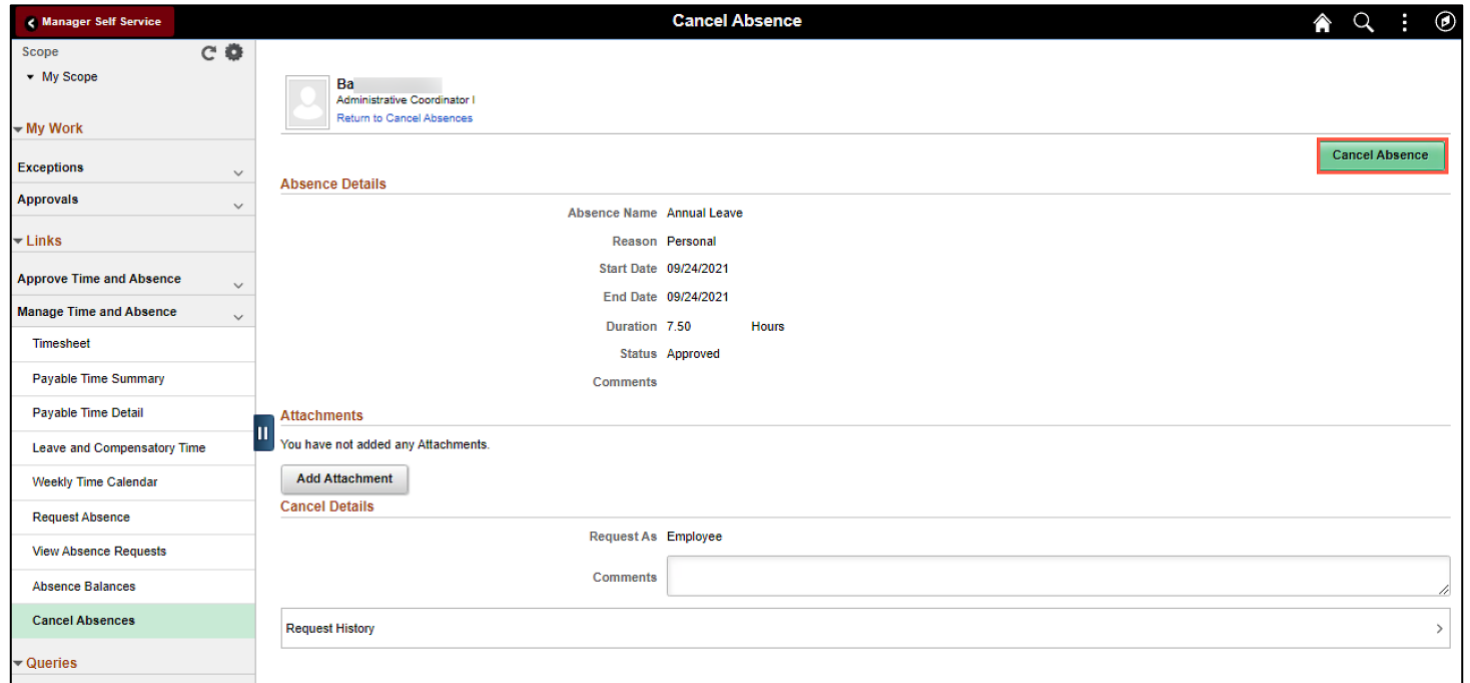
B: Administrative Coordinator I
Return to Select Employee

View Requests

Request Details	Date	Hours
Annual Leave Approved	09/24/2021	7.5 Hours

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Step 9: Click the **Cancel Absence** button.



Manager Self Service Cancel Absence

Scope ⌵ ⚙️

- My Scope
- My Work
- Exceptions ⌵
- Approvals ⌵
- Links
- Approve Time and Absence ⌵
- Manage Time and Absence ⌵
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- Cancel Absences**
- Queries ⌵

Ba
Administrative Coordinator I
[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Absence Name	Annual Leave
Reason	Personal
Start Date	09/24/2021
End Date	09/24/2021
Duration	7.50 Hours
Status	Approved
Comments	

Attachments

You have not added any Attachments.

[Add Attachment](#)

Cancel Details

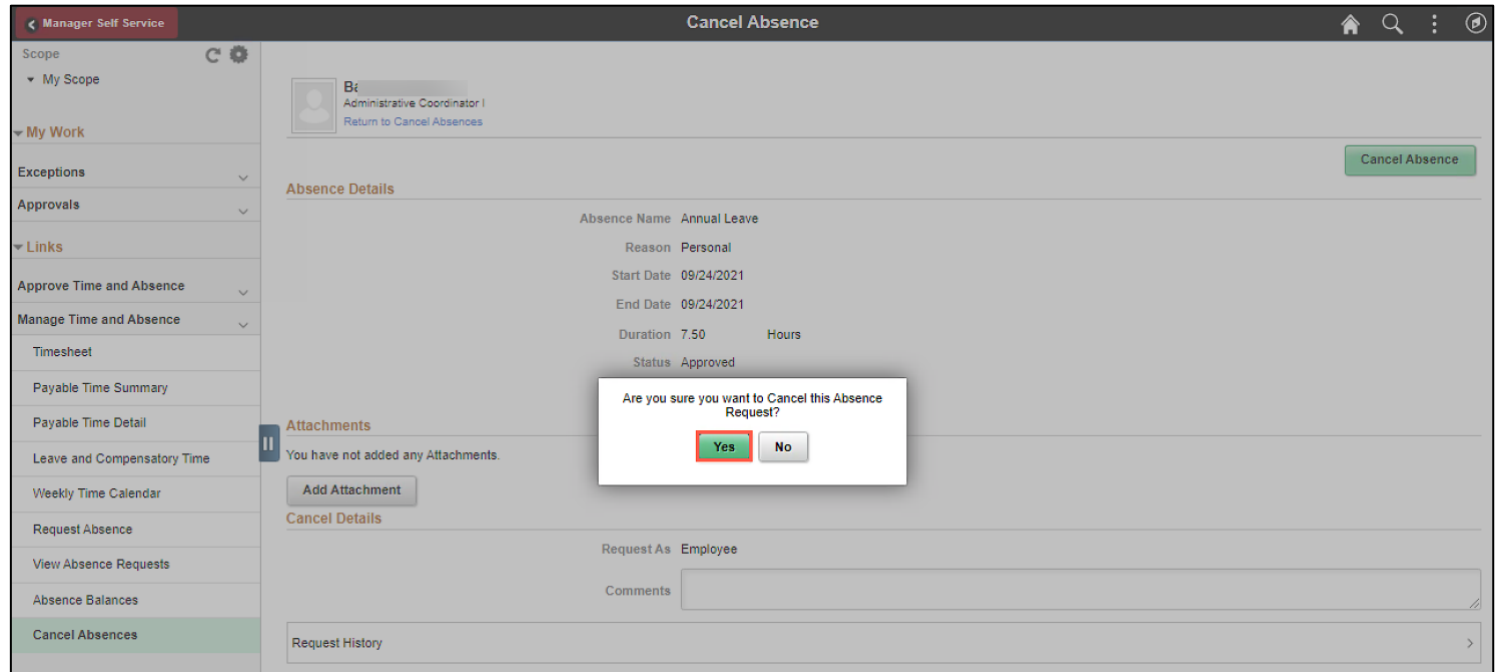
Request As Employee

Comments

Request History ➤

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Step 10: Click **Yes** to confirm that you are sure you want to cancel the absence request.

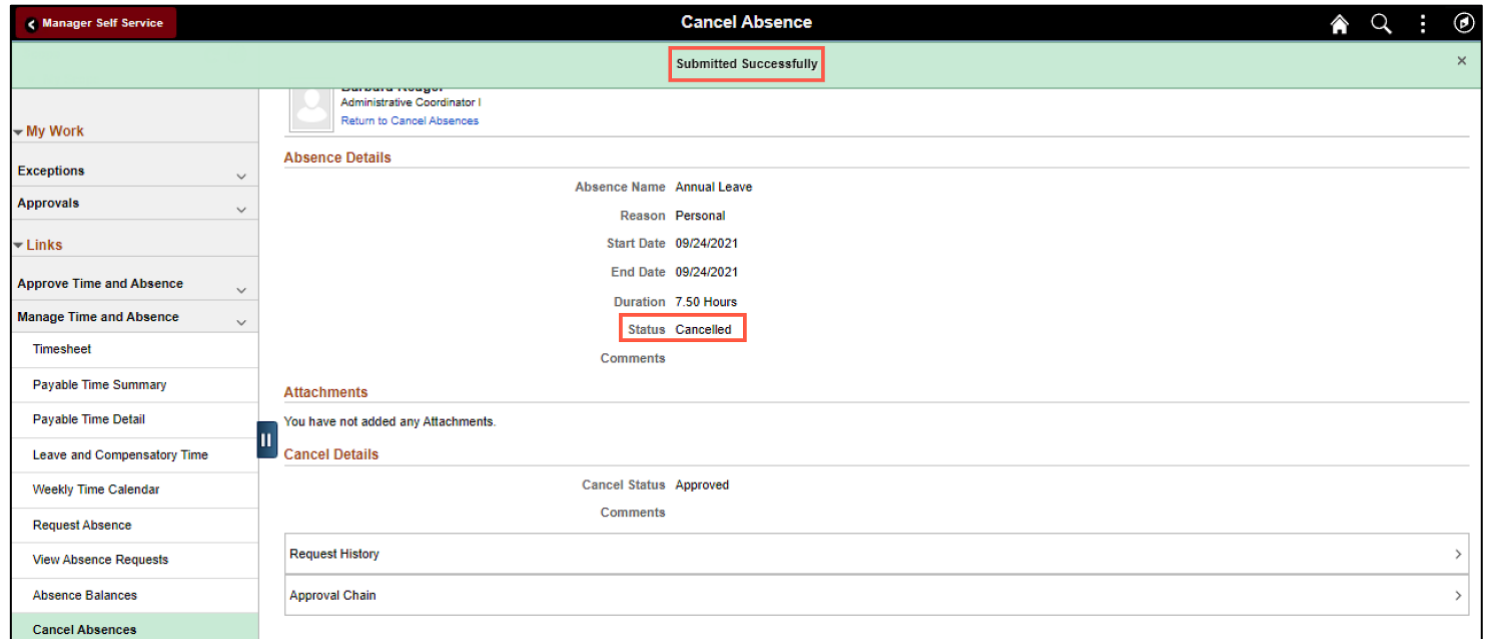


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The message at the top confirms the cancel request was successful and status is now at Canceled.

It is important to note that during the approval process the request is visible to the employee, manager, and TL/ABS approver under **view absence requests**. Once the cancellation is fully approved the absence request no longer appears in the 'view' since the hours were not taken.

You have successfully learned how to cancel an absence on behalf of an employee.



Manager Self Service Cancel Absence

Submitted Successfully

Absence Details

Absence Name	Annual Leave
Reason	Personal
Start Date	09/24/2021
End Date	09/24/2021
Duration	7.50 Hours
Status	Cancelled
Comments	

Attachments
You have not added any Attachments.

Cancel Details

Cancel Status	Approved
Comments	

Request History >

Approval Chain >