

How to cancel an absence:

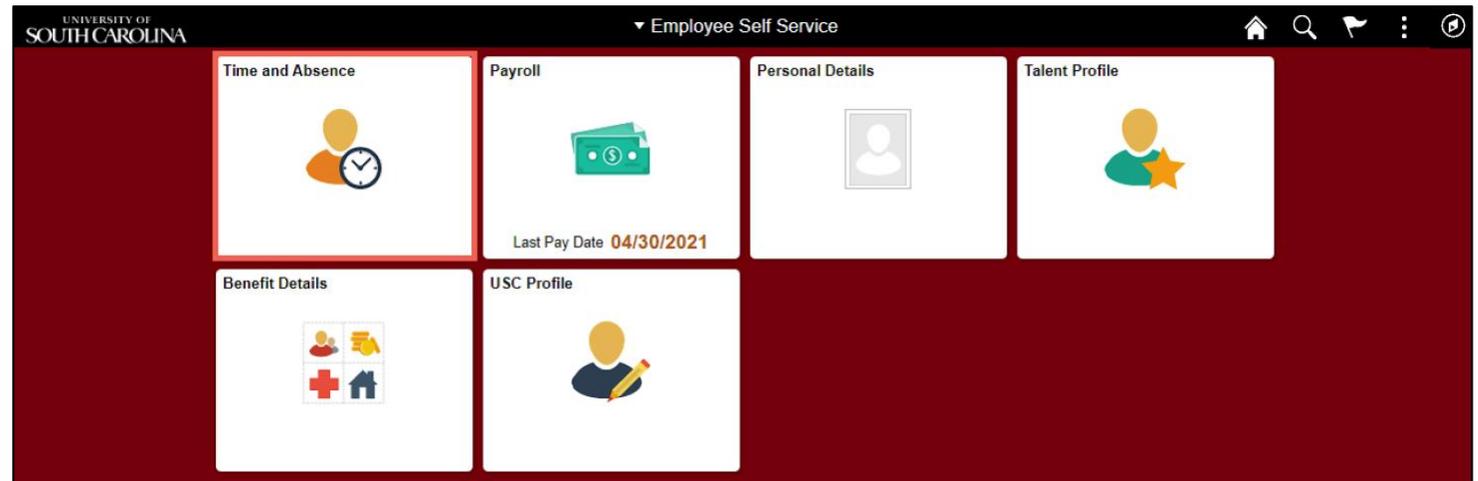
This job aid outlines how an employee can cancel an absence request.

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

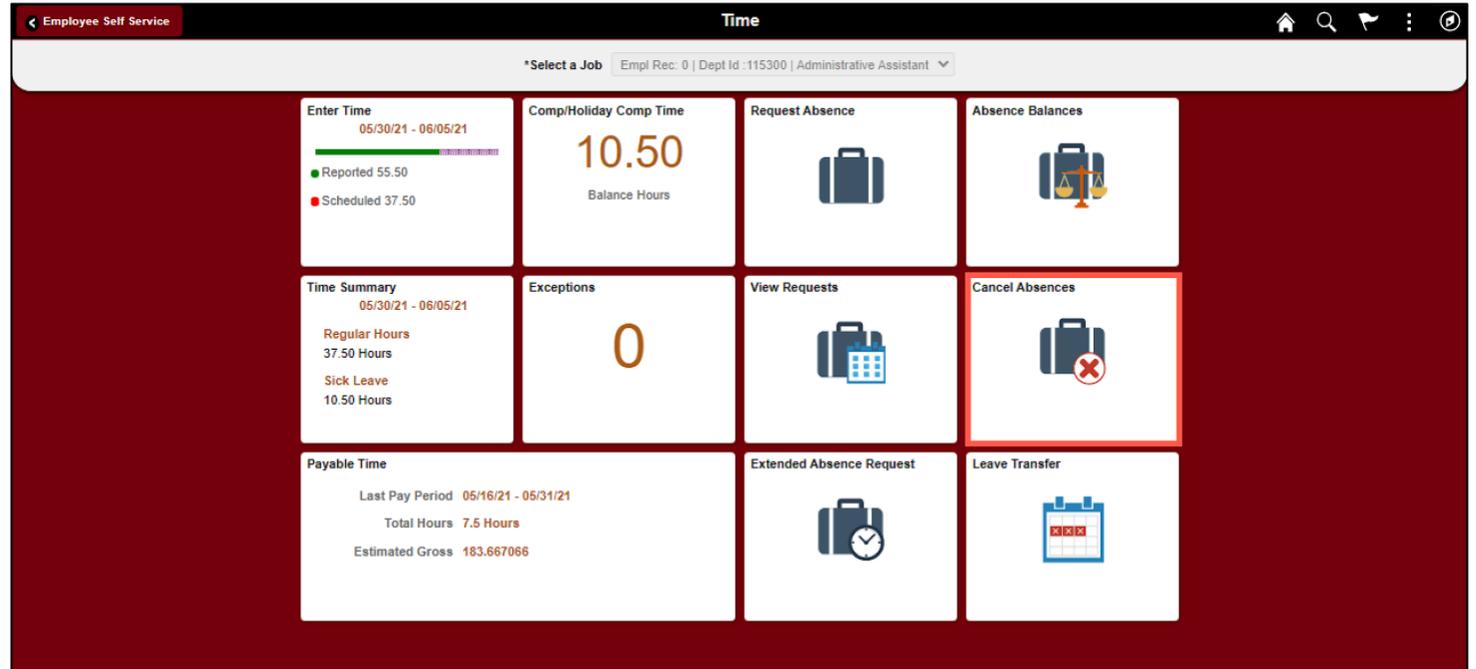
Processing Steps

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.



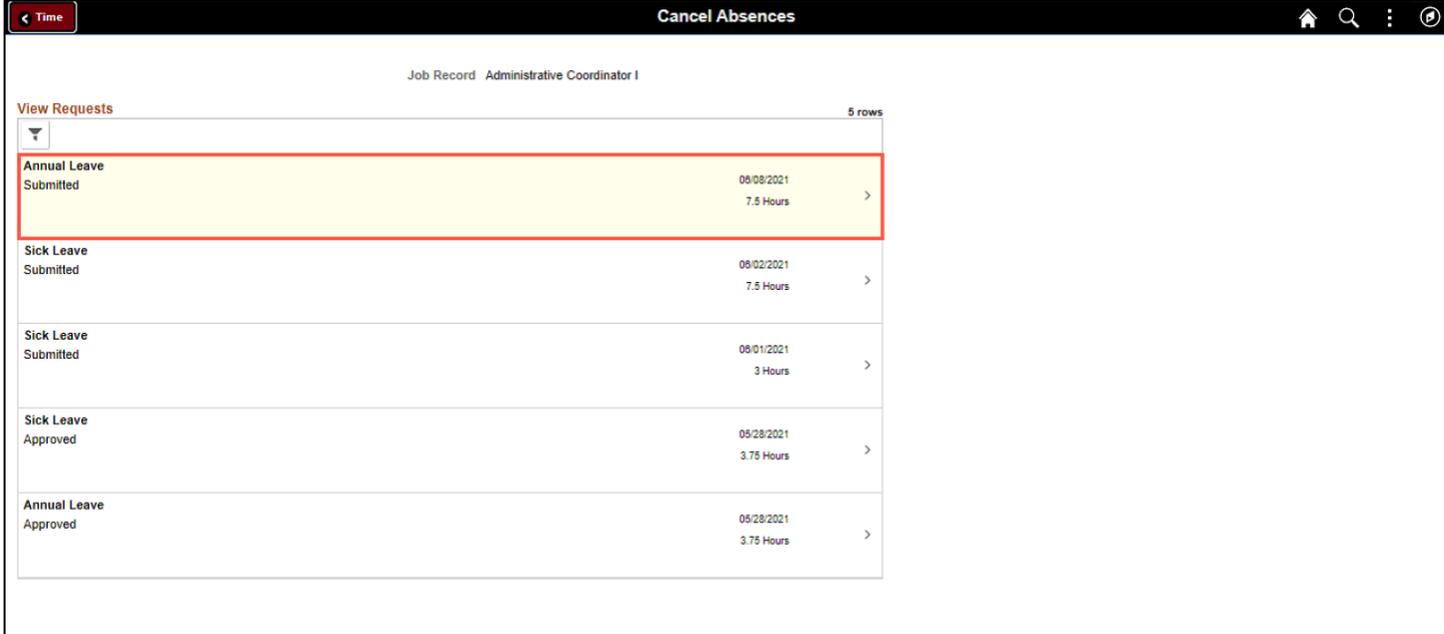
The screenshot displays the 'Time' section of the Employee Self Service (ESS) portal. The user is logged in as an Administrative Assistant. The page features several tiles for time management:

- Enter Time:** Shows a progress bar for the period 05/30/21 - 06/05/21. It indicates 55.50 hours reported and 37.50 hours scheduled.
- Comp/Holiday Comp Time:** Shows a balance of 10.50 hours.
- Request Absence:** A tile with a briefcase icon.
- Absence Balances:** A tile with a briefcase and scales icon.
- Time Summary:** Shows a breakdown for the period 05/30/21 - 06/05/21: Regular Hours (37.50), Sick Leave (10.50).
- Exceptions:** Shows a balance of 0.
- View Requests:** A tile with a briefcase and calendar icon.
- Cancel Absences:** A tile with a briefcase and a red 'X' icon, highlighted with a red border.
- Payable Time:** Shows the last pay period (05/16/21 - 05/31/21), total hours (7.5), and estimated gross pay (183.667066).
- Extended Absence Request:** A tile with a briefcase and clock icon.
- Leave Transfer:** A tile with a calendar icon.

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

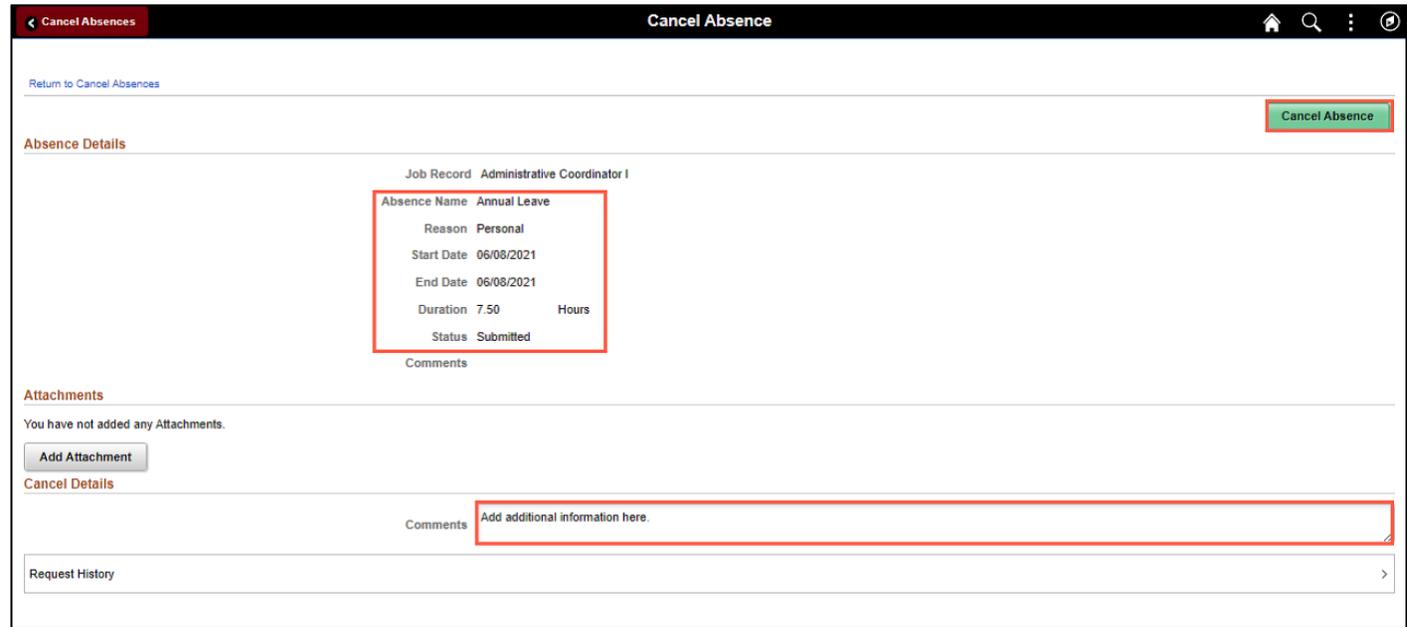
View Requests 5 rows

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.

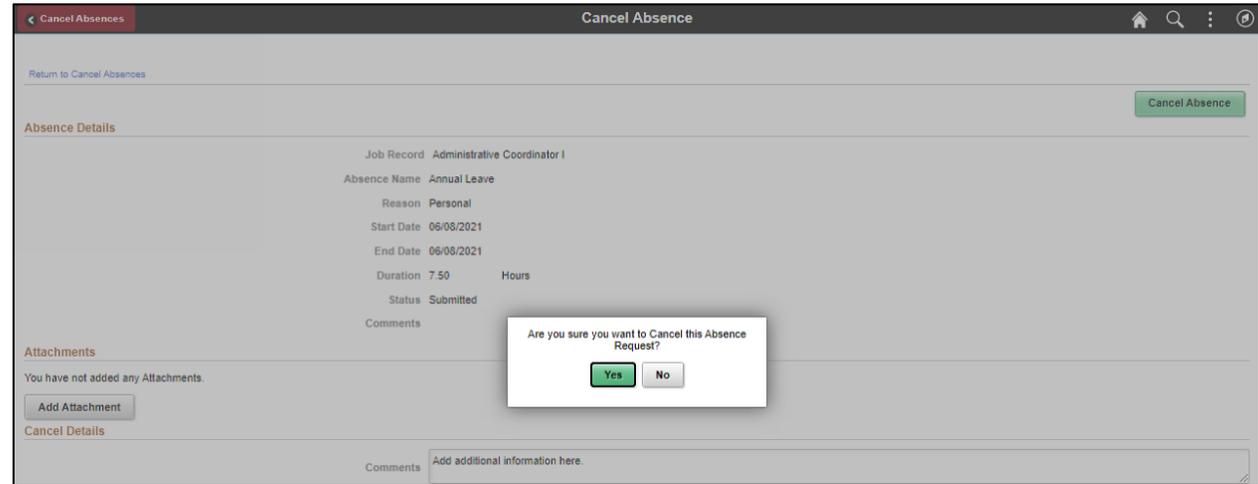
Add Attachment

Cancel Details

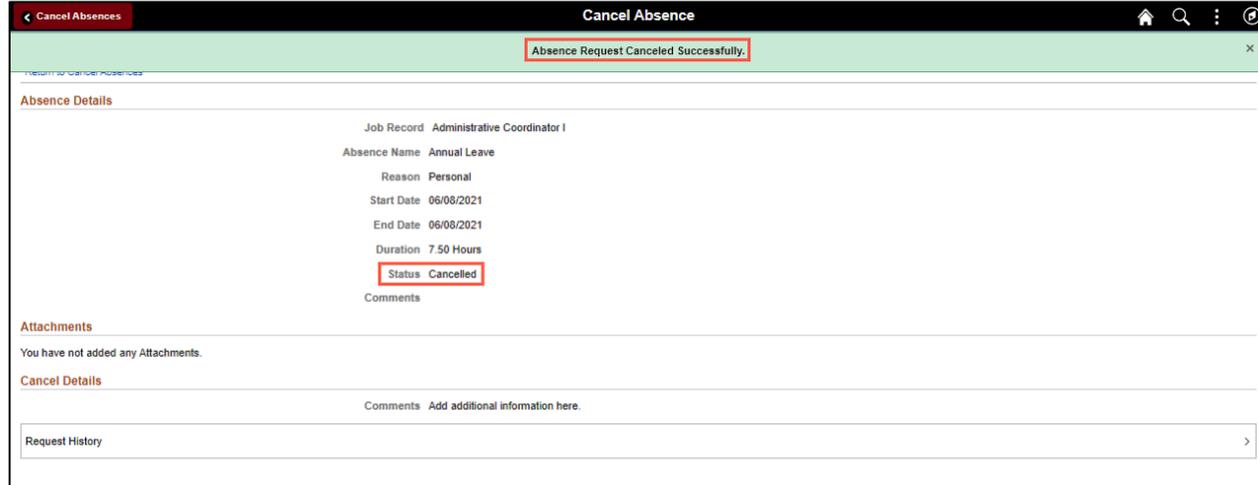
Comments

Request History

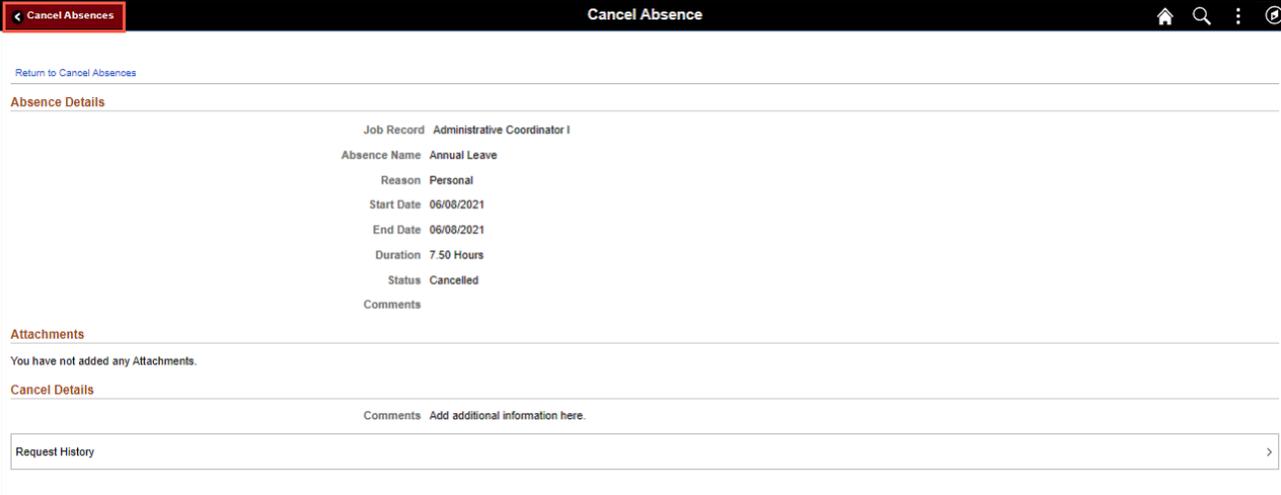
Step 7: Click the **Yes** button to confirm you would like to cancel.



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



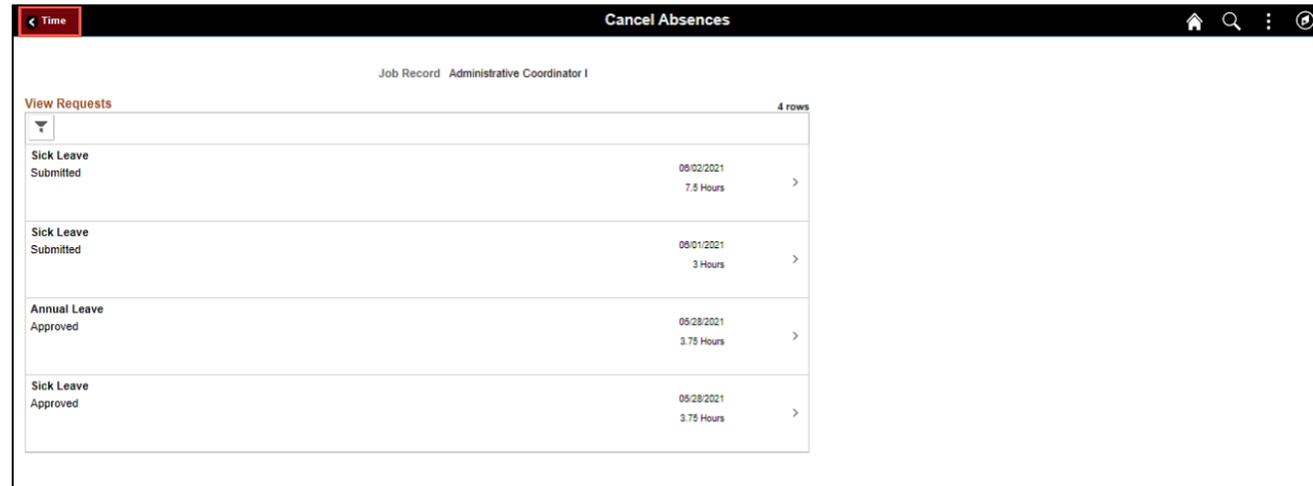
Step 8: Click the **Cancel Absences** tab to the view requests page.



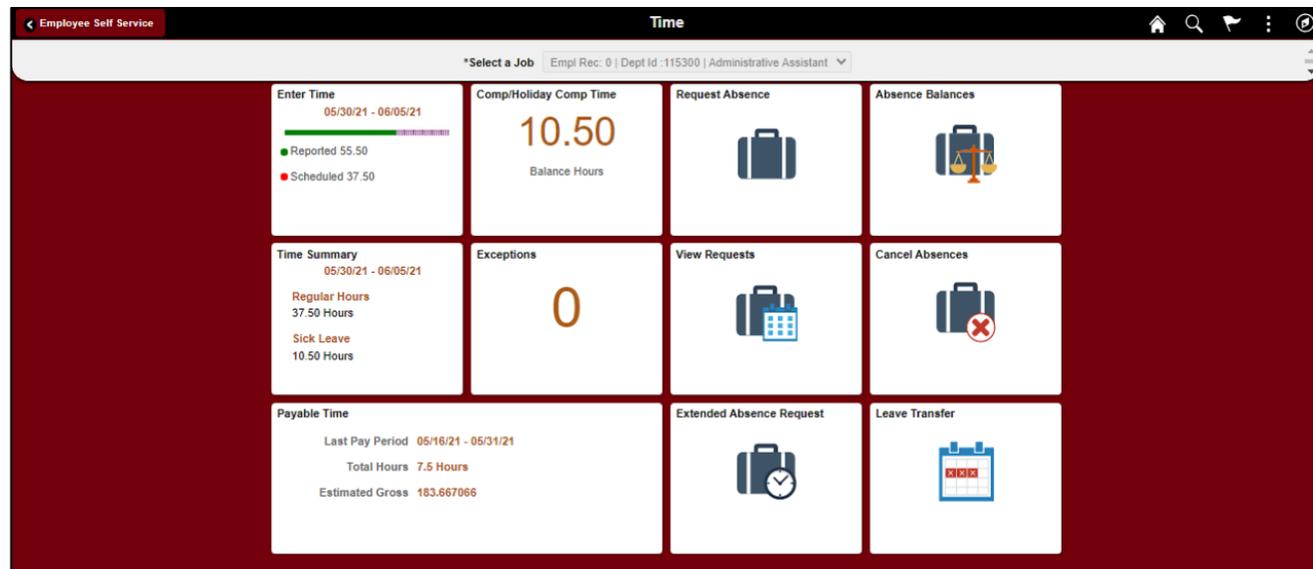
The screenshot shows a mobile application interface for 'Cancel Absence'. At the top, there is a navigation bar with a back arrow, the text 'Cancel Absences', and the title 'Cancel Absence'. Below the navigation bar is a link 'Return to Cancel Absences'. The main content area is divided into sections: 'Absence Details', 'Attachments', 'Cancel Details', and 'Request History'. The 'Absence Details' section lists the following information: 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 a 'Comments' field. The 'Attachments' section states 'You have not added any Attachments.' The 'Cancel Details' section has a 'Comments' field with the placeholder text 'Add additional information here.' The 'Request History' section is currently empty and has 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		4 rows
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 	