

Cancel Leave Request Functionality for Absence Management

Employees have the ability to CANCEL submitted leave requests in myFSCJ. Before approving a cancel leave request, supervisors need to ensure any request to cancel leave submitted by their employee is valid and confirm the employee is working that day instead.

- This functionality allows employees to cancel **future** leave requests. When an employee cancels a leave request, an approval request is sent to the supervisor. Requests to cancel **must** include an explanation in the comments for audit purposes.
- Supervisors still have the ability to PUSH BACK or DENY initial requests and requests to cancel submitted leave. These actions will send an email to the employee requiring them to log into myFSCJ and either EDIT or CANCEL the leave request (see below) in their Absence Request History and submit it for final processing.
- Employees: It is best practice to monitor your leave request history on a weekly basis to ensure timely approvals of leave requests by your supervisor and/or timely action by you on requests not approved by the payroll deadline. By being proactive with your leave requests, you can help ensure your leave balances are accurate each pay period. When needed, you may choose to either CANCEL or EDIT a leave request.
 - **CANCEL** a leave request if the time off is no longer needed for that specific date(s). If you attempt to submit a **new** request for the same date(s), you will receive an error message.
 - **EDIT** a leave request if the time off is to be modified either in the date, leave type, or number of hours.
- Supervisors: By approving a CANCEL LEAVE request, **supervisors are validating they understand and approve the reason for the cancellation**. If the CANCEL LEAVE request is not approved by the **payroll deadline** for the date of the leave, the system will process the absence and reduce the appropriate leave balance. Therefore, supervisors must continue to monitor and act on all absence approval and cancellation requests in a timely fashion.

At this time, the worklist only provides the ability to view requests to cancel leave. To take action on a cancel leave request, please follow the steps listed below. If you have any questions or encounter any difficulties, please contact HRInfoMgt@fscj.edu.

1. To access this new functionality go to: Employees > My Time > View Time > Absence Request History:

The screenshot shows the my.fscj.edu portal interface. At the top, there are navigation tabs for 'Employees', 'Students', 'Resources', and 'Help Center'. Below these are user-specific menu items: 'My Requisitions', 'My Expenses', 'My Pay', 'My Time', 'My Benefits', and 'My Career'. The 'My Time' menu is expanded, showing a list of options including 'View Time', 'Report Time', and 'Leave Transfer'. A red arrow points to the 'Absence Request History' option under the 'View Time' section.

my.fscj.edu

FSCJ
Florida State College
at Jacksonville

Employees Students Resources Help Center

My Requisitions My Expenses My Pay My Time My Benefits My Career

Spring term registration is happening now. Be sure to check for updates you need. View Spring Schedule

Monday, November 06, 2017

No events found for the date range.

View Time

- Time and Labor Launch Pad
- Monthly Schedule
- Compensatory Time
- Exceptions
- Payable Time Summary
- Payable Time Detail
- Absence Balances
- Absence Request History
- FMLA

Report Time

- FMLA
- Timesheet
- Absence Request

Leave Transfer

- Donate Leave Request
- Leave Transfer Request History
- Receive Donated Leave Request

2. Change the TO and FROM dates to view a broader list:

From Through

Absence Request History							Personalize	Find	View All	First	1-10 of 12	Last
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel					
Sick	Approved	01/10/2018	01/10/2018	8 Hours	Employee Absence Request	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>					
Annual Leave	Approved	12/11/2017	12/13/2017	24 Hours	Employee Absence Request	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>					
Annual Leave	Approved	11/29/2017	11/30/2017	16 Hours	Employee Absence Request	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>					
Sick	Push Back	11/21/2017	11/22/2017	16 Hours	Employee Absence Request	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>					
Annual Leave	Denied	11/13/2017	11/13/2017	8 Hours	Employee Absence Request	<input type="button" value="Edit"/>	<input type="button" value="Cancel"/>					

3. Supervisors can approve these requests via **My Manager Tasks > My Time > Approve Time and Exceptions > Absence Requests**.
The following screen shot shows the details of the Canceled Absence Request submitted:

Absence Detail ?

Start Date 11/29/2017
End Date 11/30/2017
Absence Name Annual Leave
Reason
Partial Days None
Duration 16.00 Hours
Status Approved

Current Balance

Cancel Details

Cancel Status Submitted

Comments

Requestor Comments My plans have been cancelled and I will work these days instead of taking time off.

Approver Comments

Employees comments. This field is REQUIRED for audit purposes.

Supervisors need to type APPROVED in the box if they agree with the cancelation reason and click the approve button for processing.

If a request will be DENIED (requests without requestor comments), then add the reason in the Approver Comments box ("Canceled requests require a comment") and then click the Deny button.

Denied requests will route back to the employee for action to be taken.

Go To [View Absence Request History](#) [View Absence Balances](#) [View Monthly Calendar](#)

[Return to Absence Requests](#)

4. Employee's view in Absence Request History after the canceled request has been approved by the supervisor:

Instructions
Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details. select edit button to modify or delete the text

From 08/05/2017 Through 02/01/2018 Refresh

Absence Request History Personalize | Find | View All | First 1-10 of 12

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel
Sick	Approved	01/10/2018	01/10/2018	8 Hours	Employee Absence Request	Edit	Cancel
Annual Leave	Approved	12/11/2017	12/13/2017	24 Hours	Employee Absence Request	Edit	Cancel
Annual Leave	Canceled	11/29/2017	11/30/2017	16 Hours	Employee Absence Request	Edit	Cancel
Sick	Push Back	11/21/2017	11/22/2017	16 Hours	Employee Absence Request	Edit	Cancel
Annual Leave	Denied	11/13/2017	11/13/2017	8 Hours	Employee Absence Request	Edit	Cancel

If an absence is canceled by the supervisor in error, the employee decides to take that time off, or the employee decides to alter the leave versus not taking the leave, then the EDIT button will be available and will allow the leave request to still be modified and sent back through the approval process.

5. **Supervisors:** You are able to view your employee's absence balances, absence request history and work schedule in the leave request approval screen:

Approve Absence Request

Request Details

Requester Email:

Requester Name:

Instructions

Review the details for this request and either approve, deny or push back for rework. You may also enter optional comments about each approval choice.

Absence Detail [?](#)

Start Date 11/15/2017

End Date 11/16/2017

Absence Name Annual Leave

Current Balance 84.16 Hours

Reason

Partial Days None

Duration 16.00 Hours

Status Submitted

Comments

Requestor Comments

Approver Comments

To View Additional Information, Click on Link

Go To

[View Absence Request History](#)

[View Absence Balances](#)

[View Monthly Calendar](#)

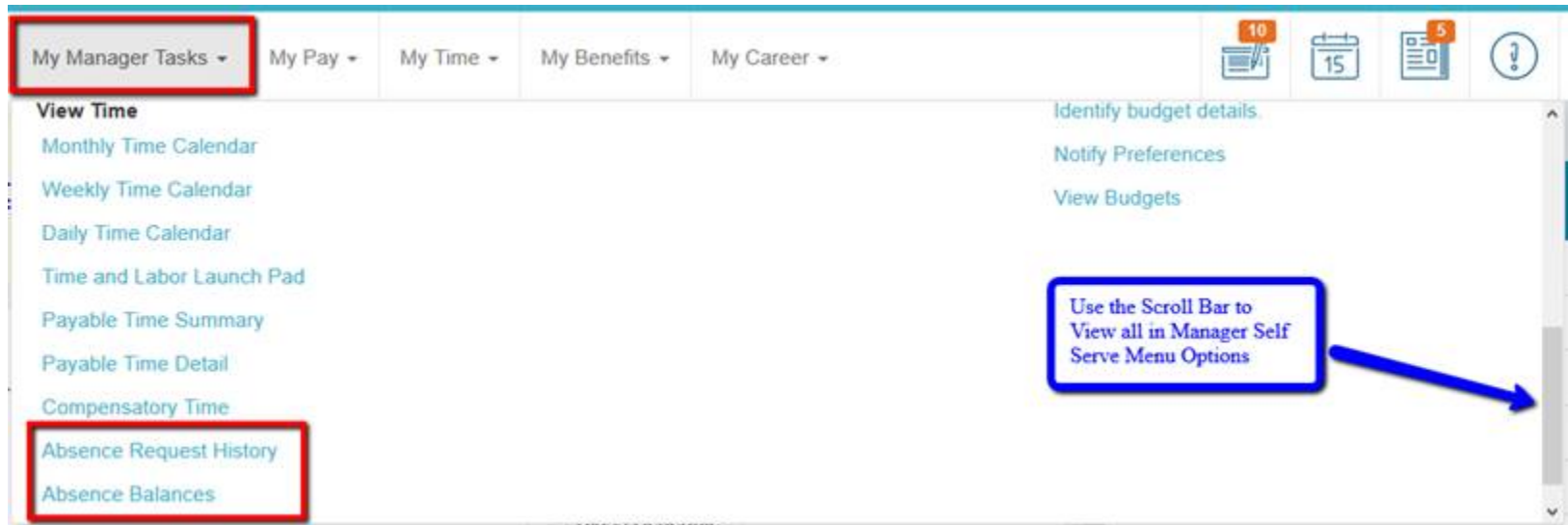
Approve

Deny

[Return to Absence Requests](#)

**Disclaimer: The current balance does not reflect absences that have not been processed.

6. Supervisors may also review this information outside of the normal leave request process via the Absence Request History or Absence Balances links in PeopleSoft:



After clicking the absence link, to view information on indirect reports click the "+" sign next to your direct report. This will populate the drill down list of employees for you to select.