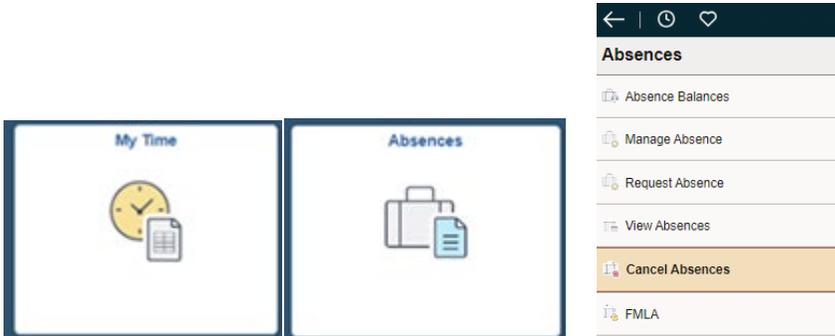


Canceling and Editing Absence Management Events

Below are the directions and screen shots from the Employee point of view:

To cancel an absence event, navigate to Employee Self Service > My Time > Absences > Cancel Absences (screenshots are below). Click on the (>) symbol on the right side of the date in question. Select the appropriate reason for cancellation, enter any comments that may be applicable and submit the Cancellation Request to your supervisor.



Once the cancellation has been approved by the supervisor, the employee is ready to edit their request (if needed).

To edit the absence, navigate to Employee Self Service > My Time > Absences > View Absences (screenshots are below). Click on the (>) symbol on the right side of the date in question. Make any adjustments and/or enter comments to the request and re-submit it to your supervisor for approval.



As a reminder, for partial hours, you will need to change the input in the drop-down box (an example in the screen shot below) in order to input the number of hours of leave you are requesting.

The image shows two screenshots of the absence request form. The left screenshot shows the form with fields for Start Date (09/25/2024), Absence Type (Annual), and Reason (Vacation). The right screenshot shows the form with fields for End Date (09/25/2024), Absence Name (Annual Leave), and a balance of 159.41 Hours. Below these are two screenshots of the 'Partial Days' section. The left screenshot shows the 'Partial Days' dropdown set to '1 - None', with a duration of 4.00 hours and a comments field. The right screenshot shows the 'Partial Days' dropdown set to '2 - Start Day Only', with a duration of 4 hours.