

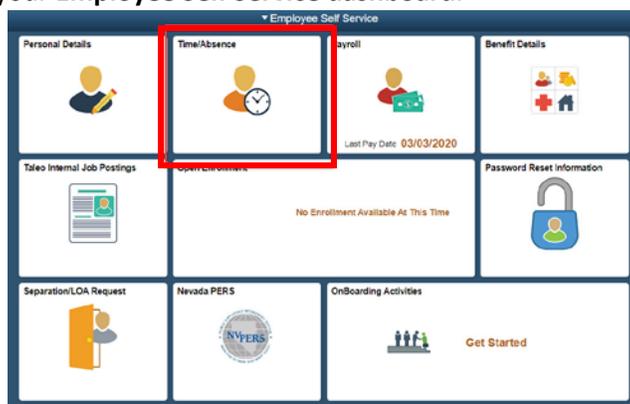
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## Cancelling and Re-submitting an Absence in ESS

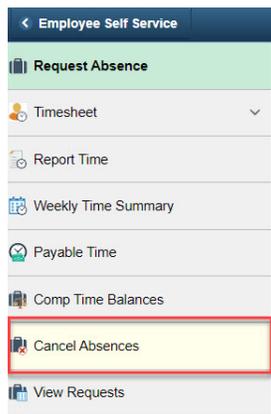
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### CANCELLING AN ABSENCE REQUEST

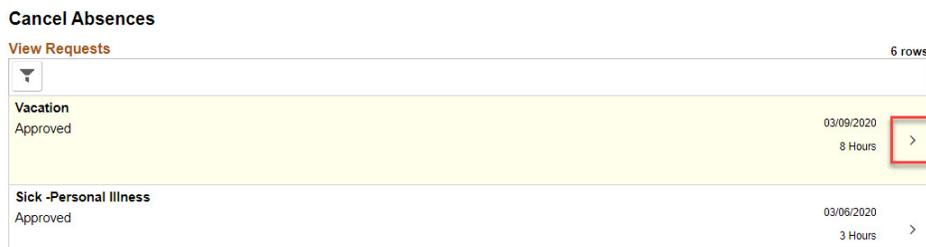
1. After logging into HCM PeopleSoft using your Active Directory (AD) credentials, select the **Time/Absence** tile from your **Employee Self Service** dashboard.



2. Select **Cancel Absences** from the menu on the left.



3. You will be shown a list of all Absence Requests that are eligible for cancellation (i.e., those with statuses of Submitted or Approved). Locate and select the desired Absence Request by clicking on the **arrow button** on the Request.



4. Once the details of the Absence Request appear, click **Cancel Absence** in the top right corner.

5. In the window that follows, confirm that you wish to cancel the Request. A message will appear to notify you that the Request was successfully canceled.



## RE-SUBMITTING A CANCELED ABSENCE REQUEST

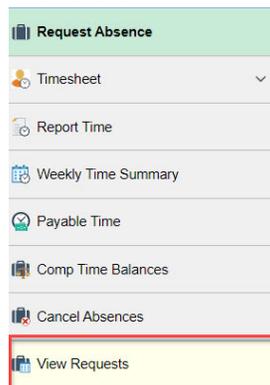
**NOTE:** You will only be able to complete the following re-submittal process if:

**A)** You initiated the Absence Request via ESS. If you canceled an Absence Request that was submitted on your behalf by a Timekeeper, your Level 1 Reviewer, or your Level 2 Approver (which will show **Manager Absence Request** when viewed), then the Request will need to be re-submitted either by your Level 1 Reviewer or Level 2 Approver.

**B)** Your cancellation has been **approved**. If you have canceled an Absence Request that was already approved by the Level 1 Reviewer and Level 2 Approver, then the Level 1 Reviewer will need to approve the cancellation before you have the ability to re-submit.

1. Go to the **Time/Absence tile** from your ESS dashboard (if you are not already in this tile).

2. Select **View Requests** from the menu on the left.



3. You will be shown a list of all Absence Requests and their statuses (Approved, Canceled, Approval in Process, etc.). Locate and select the desired canceled Absence Request by clicking on the **arrow button** on the Request.

Vacation	03/09/2020	>
Canceled	8 Hours	
ELIGIBLE		

**TIP:** You can narrow down your list of results by clicking the **Filter button** (funnel icon) at the top of the page and setting the status to **Canceled**.

4. Once the desired Request has been selected, the Absence form will become **modifiable** (as long as **A:** you are the one who initiated the Absence Request through ESS, and **B:** the cancellation was approved by your Level 1 Reviewer **if** it had already been approved before you canceled it). Make your desired changes to the Request (i.e., the Absence Name, Start/End Date, etc.).

**Request Details**  
[Return to View Requests](#)

Submit

\*Absence Name: Vacation

\*Start Date: 03/09/2020

End Date: 03/09/2020

Duration: 4.00 Hours

Partial Days: Start Day Only

Status: Canceled

Check Eligibility

Additional Information

FMLA: [ ]

Comments: [ ]

In this example, the employee used **Partial Days** to modify the **Duration** of the absence.

**NOTE:** You must make at least **one change** to the existing Absence Request in order to re-submit it for approval. If no changes are made, the system will not allow you to re-submit.

5. Because you have made changes to the existing Absence Request, you must use **Check Eligibility** to forecast the new absence.

\*Absence Name

\*Start Date

End Date

Duration  Hours

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Partial Days

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Status

6. In the confirmation window that appears, click **Yes**.

Status

Are you sure you want to Submit this Absence Request?

After confirming the submission, a message will appear to inform you that the submission was successful. The Absence Request will now be routed through the standard approval process (Level 1 Reviewer and Level 2 Approver).

**Time/Absence**

[Return to view requests](#)

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Absence Name

Start Date

End Date

Duration  Hours

---

Partial Days

---

Status

---

**Additional Information**

FMLA

Comments