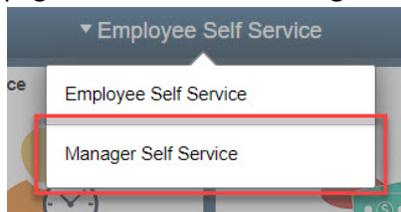

Cancelling and Re-submitting an Employee's Absence in MSS

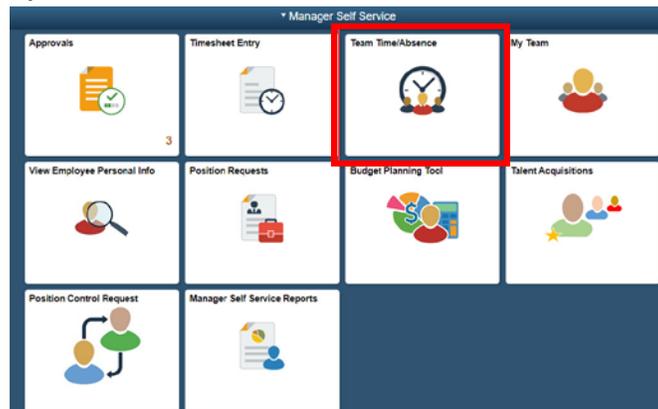
CANCELLING AN ABSENCE REQUEST

NOTE: Because the following steps require access to the **Team Time/Absence** tile, which is **not** available in the Timekeeper Portal dashboard, Timekeepers **cannot** perform the processes outlined in this document. The processes can only be completed by users with access to the Manager Self Service dashboard.

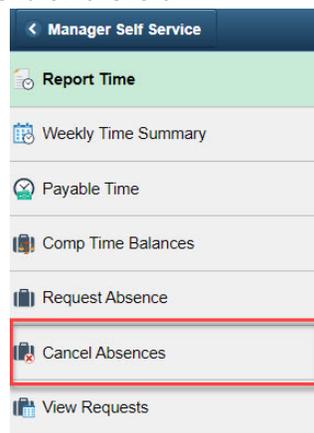
1. After logging into HCM PeopleSoft using your Active Directory (AD) credentials, click on the drop-down menu at the top of the page to switch to the **Manager Self Service** dashboard.



2. Click on the **Team Time/Absence** tile.



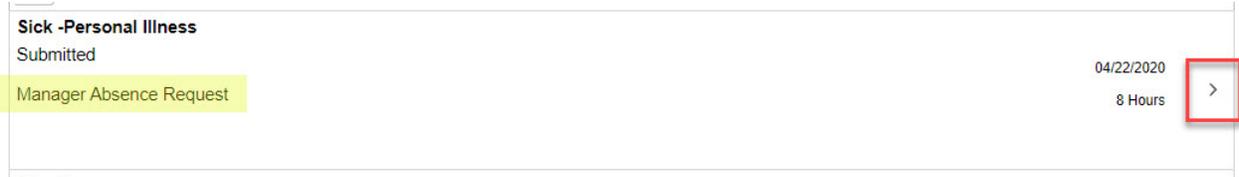
3. Select **Cancel Absences** from the menu on the left.



4. You will be shown a list of all available employees at your site. Locate and select the desired employee by clicking on the **arrow button** next to their name.



5. You will be shown a list of all the employee's 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.



NOTE: If the Absence Request was initiated by an MSS user on the employee's behalf, you will see the verbiage **Manager Absence Request** beneath the status of the Request. If this verbiage is missing, this means that the Request was initiated by the employee in ESS, and therefore, you would **not** be able to re-submit the Absence Request in MSS after cancelling it. The employee would instead need to access their ESS to re-submit.

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



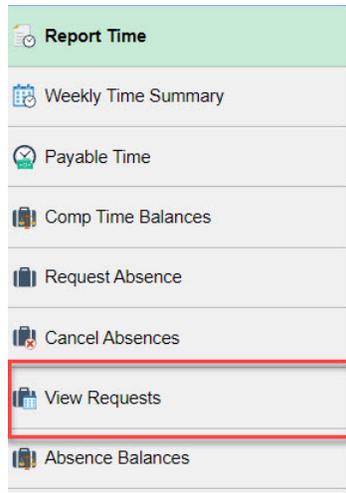
7. In the window that follows, confirm that you wish to cancel the Request. A message will appear to notify you that the Request was successfully canceled.



RE-SUBMITTING A CANCELED ABSENCE REQUEST

NOTE: You will only be able to complete the following re-submittal process if you initiated the original Absence Request via MSS. If you canceled an Absence Request that was submitted by the employee via their ESS, then the Request will need to be re-submitted by the employee in question.

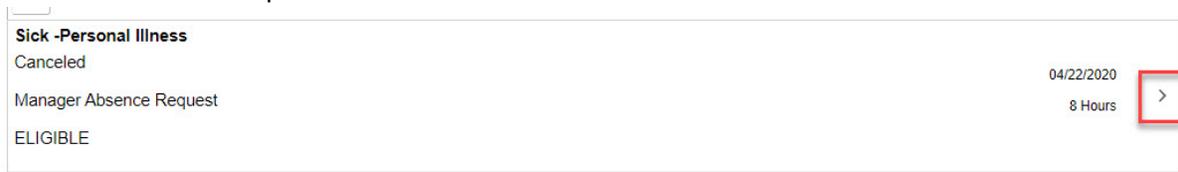
1. Go to the **Team Time/Absence** tile from your MSS dashboard (if you are not already in this tile).
2. Select **View Requests** from the menu on the left.



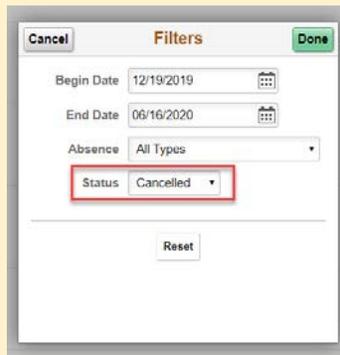
3. You will be shown a list of all available employees at your site. Locate and select the desired employee by clicking on the **arrow button** next to their name.



4. You will be shown a list of the employee's 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.

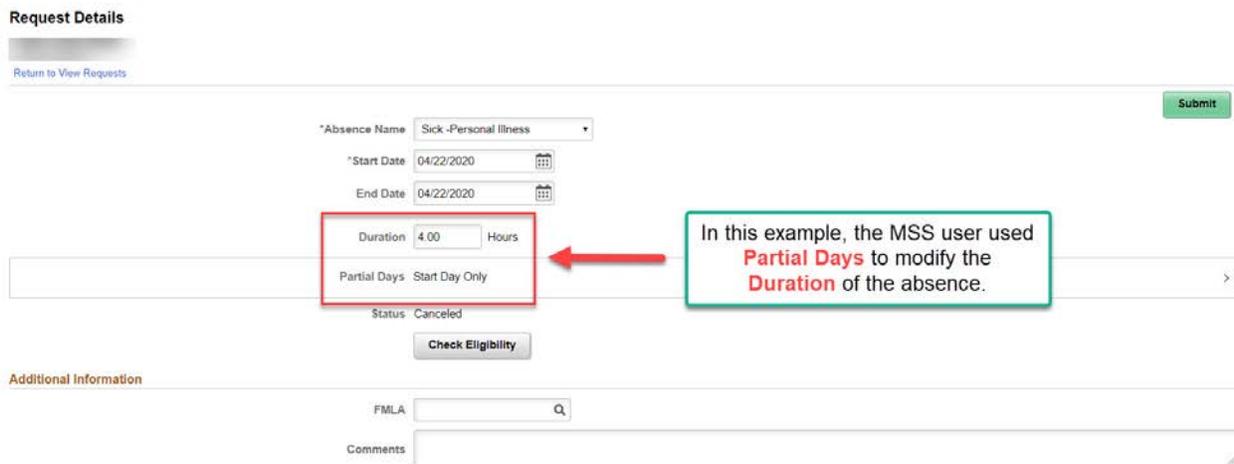


TIP: You can narrow down the list of results by clicking the **Filter button** (funnel icon) at the top of the page and setting the status to **Cancelled**.



The screenshot shows a 'Filters' dialog box with the following fields: 'Begin Date' (12/19/2019), 'End Date' (06/16/2020), 'Absence' (All Types), and 'Status' (Cancelled). A red box highlights the 'Status' dropdown menu, and a 'Reset' button is visible at the bottom.

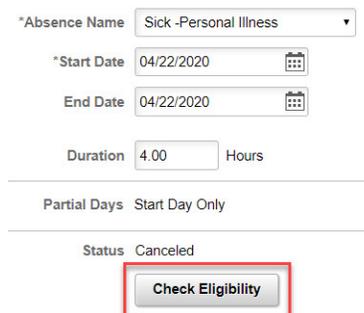
5. Once the desired Request has been selected, the Absence form will become **modifiable** as long as you are the one who initiated the Absence Request through MSS. Make your desired changes to the Request (i.e., the Absence Name, Start/End Date, etc.).



The screenshot shows the 'Request Details' section of the Absence form. The 'Absence Name' is 'Sick -Personal Illness', 'Start Date' is '04/22/2020', and 'End Date' is '04/22/2020'. The 'Duration' is '4.00 Hours'. A red box highlights the 'Duration' field, and a red arrow points to it from a text box that says 'In this example, the MSS user used Partial Days to modify the Duration of the absence.' The 'Status' is 'Canceled' and there is a 'Check Eligibility' button.

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

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



The screenshot shows the 'Request Details' section of the Absence form. The 'Absence Name' is 'Sick -Personal Illness', 'Start Date' is '04/22/2020', and 'End Date' is '04/22/2020'. The 'Duration' is '4.00 Hours'. The 'Status' is 'Canceled' and the 'Check Eligibility' button is highlighted with a red box.

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



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).

Submitted Successfully

[Return to View Requests](#)

Absence Name Sick -Personal Illness
Start Date 04/22/2020
End Date 04/22/2020
Duration 4.00 Hours

Partial Days Start Day Only

Status Submitted

Additional Information

FMLA
Comments

Workflow

Allow Request By Employee and Manager
Request As Manager