

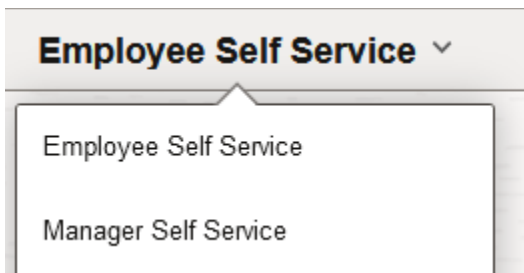
# Canceling and Resubmitting an Absence in HCM

## CANCELLING AN ABSENCE REQUEST

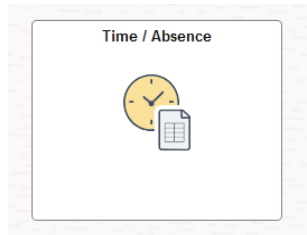
**NOTE:** Manager Self Service (MSS) users can cancel an absence on behalf of an employee. Employee Self Service (ESS) user can only cancel their own absence request.

*Timekeeper portals cannot perform the processes outlined in this document.*

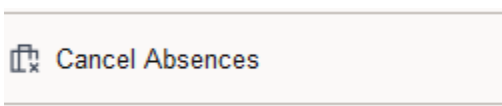
1. Log into HCM PeopleSoft using your Active Directory (AD) credentials, select the user portal.
2. User Portals:
  - Employee Self Service (ESS) if you are canceling your own absence.
  - Manager Self Service (MSS) if you are canceling an absence on behalf of an employee (must have MSS access).



3. Select the ESS Time/Absence Tile and MSS select Team Time Tile



4. Select cancel absences from the menu on the left of the page.



- MSS users will be shown a list of employee absence requests within their department/school.

Locate and select the employee absence you need to cancel by selecting the arrow button next to the employee name. ESS users will be shown a list of absence requests. Select the absence you need to cancel by selecting the arrow button next the request.

**Team Time/Absence**

- Report Time
- Weekly Time Summary
- Payable Time
- Leave / Comp Time
- Manage Absences
- Cancel Absences**
- View Requests
- Absence Balances
- Manage Exceptions
- Reporting Locations
- Workforce Availability
- Mass Time
- Payable Time Authorization
- Audit Reports [Ad-hoc Run]
- Effort Certification

**Cancel Absences**

[Return to Select Employee](#)

**View Requests** 19 rows

Vacation	Approved	12/26/2024 - 12/27/2024	16 Hours	>
Vacation	Approved	12/23/2024	8 Hours	>
Vacation	Approved	11/01/2024	8 Hours	>
Vacation	Approved	10/31/2024	8 Hours	>
Vacation	Approved	10/24/2024	3.5 Hours	>
Sick -Dr Appointment	Approved	10/17/2024	2.25 Hours	>
Sick -Dr Appointment	Approved	10/10/2024	4 Hours	>
Sick -Dr Appointment	Approved	09/27/2024	2.17 Hours	>
Vacation	Approved	09/17/2024	2.5 Hours	>

**Cancel Absence**

- Once the absence details appear, select cancel absence in the top right corner of the page.

**Team Time/Absence**

- Report Time
- Weekly Time Summary
- Payable Time
- Leave / Comp Time
- Manage Absences
- Cancel Absences**
- View Requests
- Absence Balances
- Manage Exceptions
- Reporting Locations
- Workforce Availability

**Cancel Absence**

[Return to Cancel Absences](#)

**Absence Details**

Start Date: 12/26/2024      End Date: 12/27/2024

Absence Name: Vacation      Duration: 16.00 Hours

Status: Approved

Comments

Request As: Employee

Comments:

**Cancel Absence**

[Request History](#)

7. In the window that follows, confirm that you wish to cancel the request. Once you submit the absence cancellation a message will appear to notify you that the request was successfully canceled.

Are you sure you want to Cancel this Absence Request?

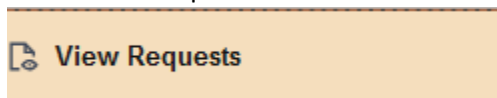


Note: Cancelled absences will route through level 1 and level 2 approval workflow. A notification email will be sent to level 1 and level 2 regarding the cancellation submission. The canceled absence cannot be edited/modified and resubmitted until the workflow is completed.

## RESUBMITTING AN ABSENCE REQUEST

Note: The ESS or MSS user who initiated the original absence request is the only user who can modify/resubmit the absence request.

1. Go to the Team Time/Absence tile if you are an MSS user or Time/Absence tile if you are an ESS user.
2. Select View Request from the menu on the left



3. MSS users will be shown a list of employee absence requests within their department/school. Locate and select the employee absence you need to cancel by clicking on the arrow button next to their name. ESS users will be shown a list of absence requests, select the absence you need to cancel by selecting the arrow button next 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 all statuses.

**Filters**

Start Date

End Date

Absence

Status

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- Select the Absence Request details to modify. You can modify/resubmit a cancelled, saved or pushed back absence. Select the arrow button on the request.

Sick -Personal Illness	01/26/2024
Cancelled	0.5 Days >

**NOTE:** If an absence request was initiated by an MSS user you will see manager absence request in the MSS portal. The MSS user may resubmit the absence request. If manager absence request is not displayed the employee will need to resubmit in ESS.

**View Requests**

<input type="button" value="Filter"/>	
Sick -Personal Illness	01/12/2024
Approved	8 Hours
Manager Absence Request	

- Once the desired request has been selected, the absence request details will become modifiable as long as you are the one who initiated the original absence request. Make your desired changes to the request (i.e., the absence name, start/end date, etc.).

**Request Details**

[Return to View Requests](#) [View all requests](#)

<b>Sick -Personal Illness</b> 09/06/2024 1.00 Days Approved	<b>Sick -Universal/Flexible Day</b> 09/20/2024 1.00 Days Approved	<b>Vacation</b> 09/23/2024 5.00 Days Approved
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[Create a new Request](#)

\*Start Date: 01/26/2024 End Date: 01/26/2024 +1 Day

\*Absence Name: Sick -Personal Illness [Apply Absence](#)  
 Balance 185.50 Days\*\*

Partial Days: All Days

Duration: 0.50 Days Status: Canceled

[Check Eligibility](#)

Comments:

Request History:

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

- Once any changes are done, you must **CHECK ELIGIBILITY** to forecast a new estimated balance.

**Sick -Personal Illness** **Sick -Universal/Flexible Day** **Vacation**

09/06/2024 09/20/2024 09/23/2024

1.00 Days 1.00 Days 5.00 Days

Approved Approved Approved

[Create a new Request](#)

Eligibility Check completed successfully!  
 You may now submit your absence request.  
 Date Time: October 15, 2024 at 08:04  
OK

\*Start Date: 01/26/2024 End Date: 01/26/2024 +1 Day

\*Absence Name: Sick -Personal Illness [Apply Absence](#)  
 Balance 185.50

Partial Days: None

Duration: 1.00 Days Status: Canceled

[Check Eligibility](#) [View Eligibility Details](#)

Comments:

[Submit](#)

- Click the Submit button to complete and a confirmation window will appear.

Are you sure you want to Submit this Absence Request?

[Yes](#) [No](#)

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 workflow approval process (Level 1 and Level 2).