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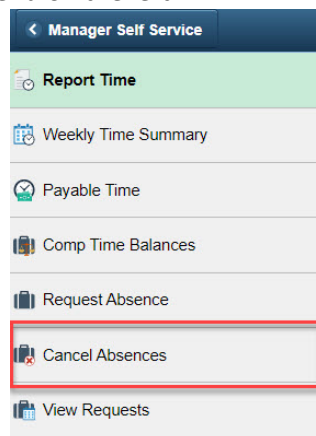
1. After logging into HCM PeopleSoft using your Active Directory (AD) credentials, click on the drop-down menu at the top of the page to switch to the **Manager Self Service dashboard**.
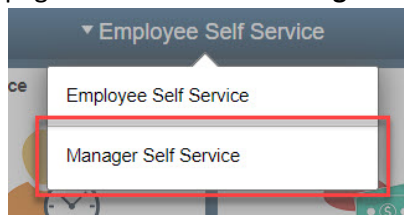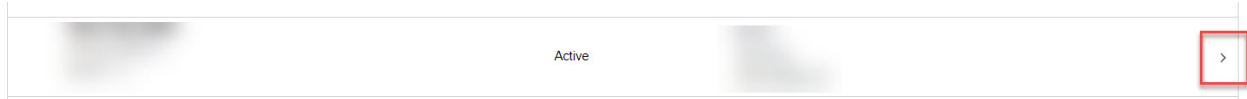

2. Click on the **Team Time/Absence** tile.
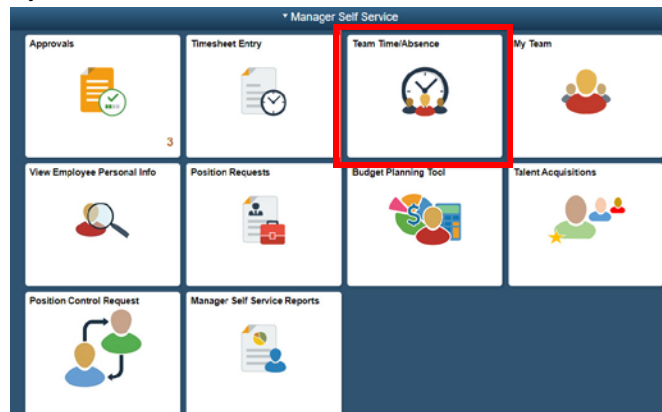
3. Select **Cancel Absences** from the menu on the left.

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.
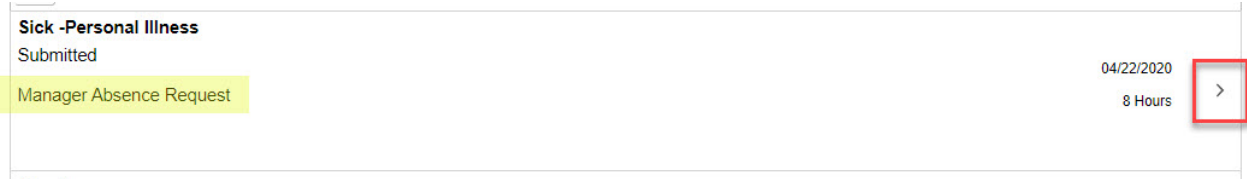

NOTE: If the Absence Request was initiated by an MSS user on the employee's behalf, you will see the verbiage **Manager Absence Request** beneath the status of the Request. If this verbiage is missing, this means that the Request was initiated by the employee in ESS, and therefore, you would **not** 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.
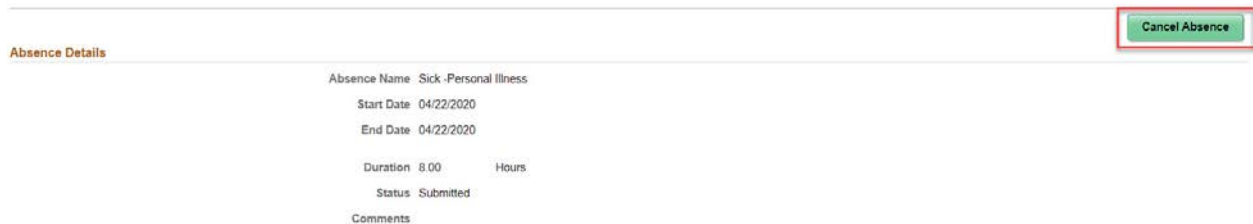

7. In the window that follows, confirm that you wish to cancel the Request. A message will appear to notify you that the Request was successfully canceled.


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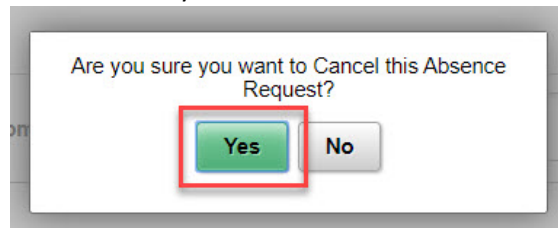
RE-SUBMITTING A CANCELED ABSENCE REQUEST

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).

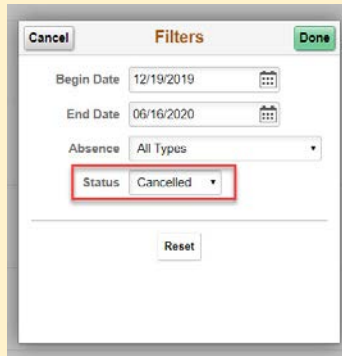2. Select **View Requests** from the menu on the left.
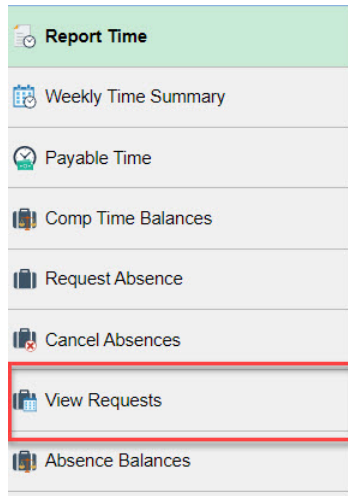
3. You will be shown a list of all available employees at your site. Locate and select the desired employee by clicking on the **arrow button** next to their name.
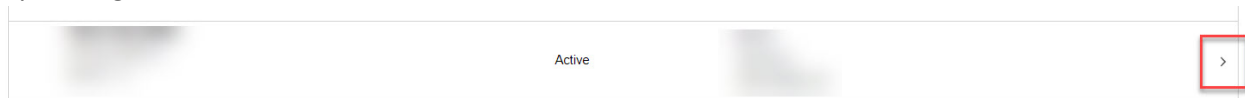
4. You will be shown a list of the employee's Absence Requests and their statuses (Approved, Canceled, Approval in Process, etc.). Locate and select the desired canceled Absence Request by clicking on the **arrow button** on the Request.
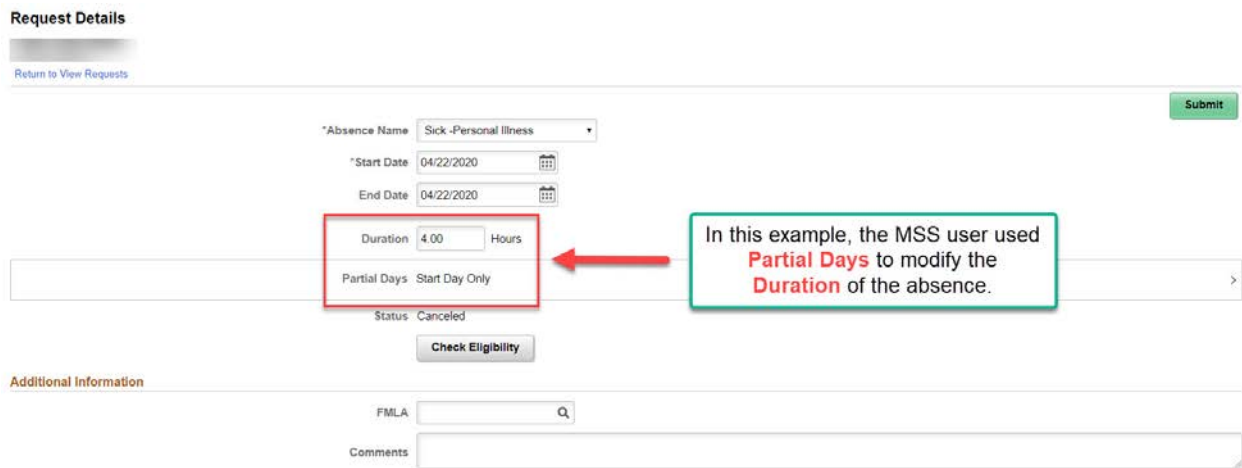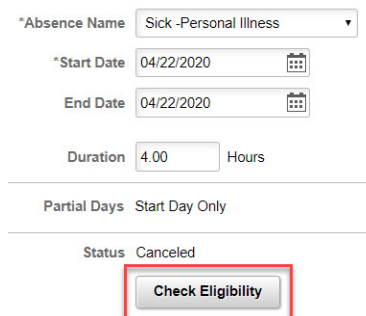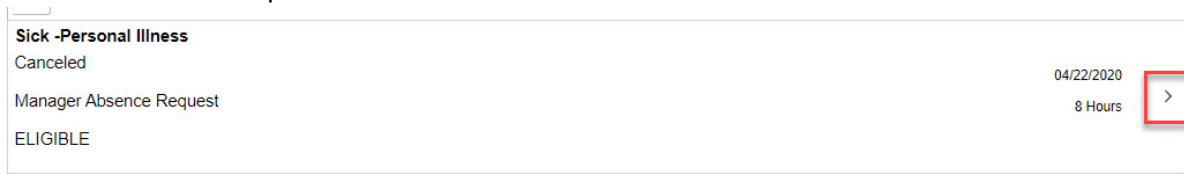
5. Once the desired Request has been selected, the Absence form will become **modifiable** as long as you are the one who initiated the Absence Request through MSS. Make your desired changes to the Request (i.e., the Absence Name, Start/End Date, etc.).
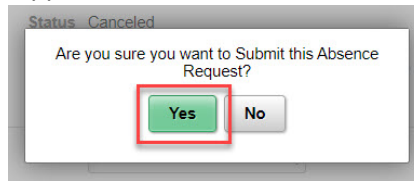

NOTE: You must make at least **one change** to the existing Absence Request in order to re-submit it. If no changes are made, the system will not allow you to re-submit.

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

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