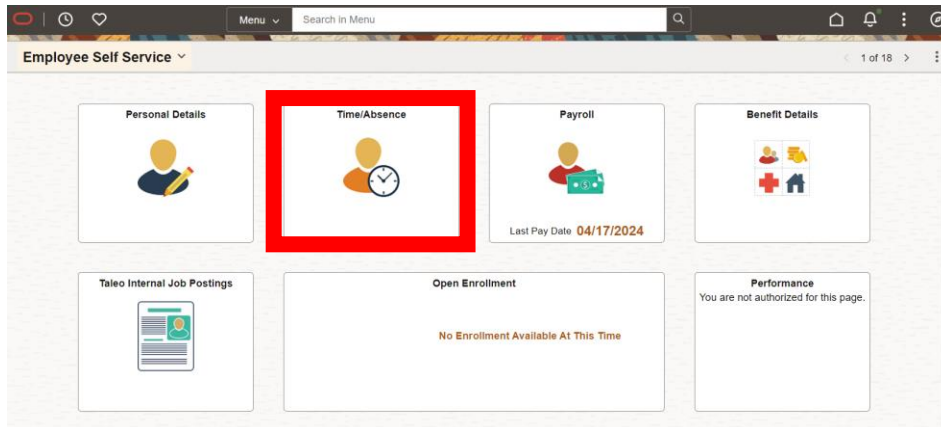


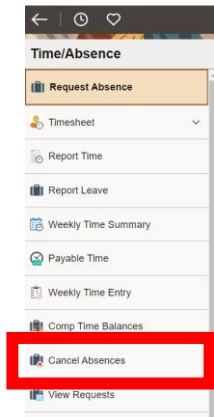
# Canceling and Re-submitting an Absence in ESS

## 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.

### Cancel Absences

[View Requests](#)

2 rows

	<b>Sick -Immediate Family Illness</b> Approved	04/04/2024 8 Hours	
	<b>Sick -Immediate Family Illness</b> Approved	03/22/2024 8 Hours	

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

### Cancel Absence

[Return to Cancel Absences](#)

Cancel Absence

#### Absence Details

Absence Name Sick -Immediate Family Illness

Start Date 04/04/2024

End Date 04/04/2024

Duration 8.00 Hours

Status Approved

- 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 cancelled.

Are you sure you want to Cancel this Absence Request?

Yes

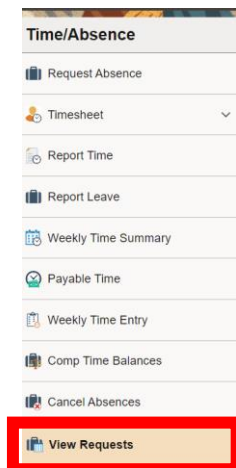
No

## RE-SUBMITTING A CANCELLED ABSENCE REQUEST

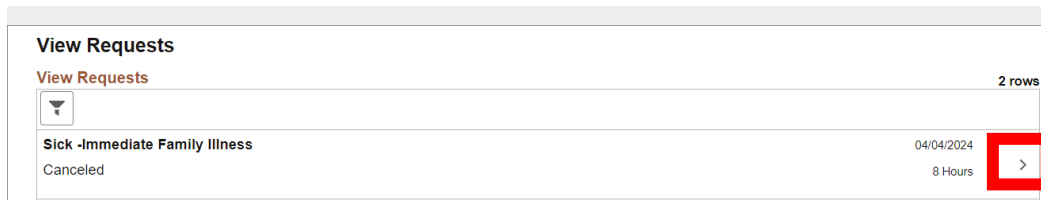
NOTE: You will only be able to complete the following re-submittal process if:

- You initiated the Absence Request via ESS.  
(If you cancelled 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 by your Level 1 Reviewer or Level 2 Approver).
- Your cancellation has been approved. If you have cancelled an Absence Request that was already approved by the Level 1 Reviewer and Level 2 Approver, then the Level 1 Reviewer and Level 2 Approver will need to approve the cancellation before you have the ability to re-submit.

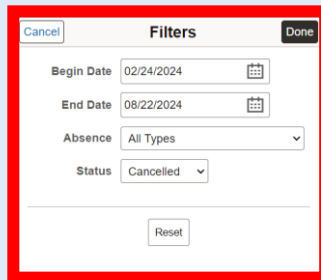
- Go to the **Time/Absence Tile** from you ESS dashboard.
- Select **View Requests** from the menu on the left.



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



**TIP:** You can narrow down or expand your list of results by clicking the **Filter button** (funnel icon) at the top of page. You can also filter by **Status** (i.e. cancelled).



- 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.
  - B:** The cancellation was approved by your Level 1 Reviewer and Level 2 approver (if it had already been approved before you cancelled it).
 Make your desired changes to the Request (i.e., the Absence Name, Start/End Date, etc.).

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

When making a change to or from partial days you must click on **Partial Days** to make the changes.

**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.  
**What if you have an absence that needs to be re-submitted but no changes are required. Go into the absence, change the date, check eligibility (do not submit) go back and change the date to the correct date, check eligibility again then submit.**

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

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

**Submit**

\*Absence Name

\*Start Date

End Date

Duration  Hours

Partial Days

Status

**Check Eligibility**

Once eligibility is checked, click ok.

Eligibility Check completed successfully!  
You may now submit your absence request.  
Date Time: May 29,2024 at 10:49

**OK**

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

Are you sure you want to Submit this Absence Request?

**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**