

Cancel Absence Request & Re-Submit Request

Purpose: Use this document as a reference to Cancel an Absence Request and Resubmitting the Absence Request for [the same day](#).

Audience: Employees

Cancel Absence Request

1. On the **HCM Employee Self Service** page, select the **Time** tile, then select the **Cancel Absence** tile.
2. On the **Cancel Absence** page, select the **arrow** on the right side of the date of request you choose to cancel.
3. On the **Request Details** page, select the **Cancel Absence** button.
4. When you see a confirmation message, select the **Yes** button.
5. Next, select the **Return to Cancel Absences** link in the upper left-hand corner.
6. The process to cancel an absence request is now complete.

Re-Submitting an Absence Request for the Same Day

1. Navigate back to the **Time** page, on the page select the **View Requests** tile.
2. Select the **View Requests** tile.
3. On the View Request page, select **Canceled Absence Request** that you wish to re-submit (for the same day).

View Requests		2 rows
890 Sick Leave Take	01/24/2020	
Canceled	8 Hours	
890 Sick Leave Take	12/30/2019 - 01/03/2020	
Submitted	32 Hours	

4. The **Request Details** page displays. Notice the status is **Canceled**.
5. Make changes to the request then select the **Submit** button. The status will change from **Canceled** to **Submitted**.

Process Complete

Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

Video Tutorial via Panopto

View the link to **Cancel Absence Request & Re-Submit Request**. This link will open in a new tab/window.