

# 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.

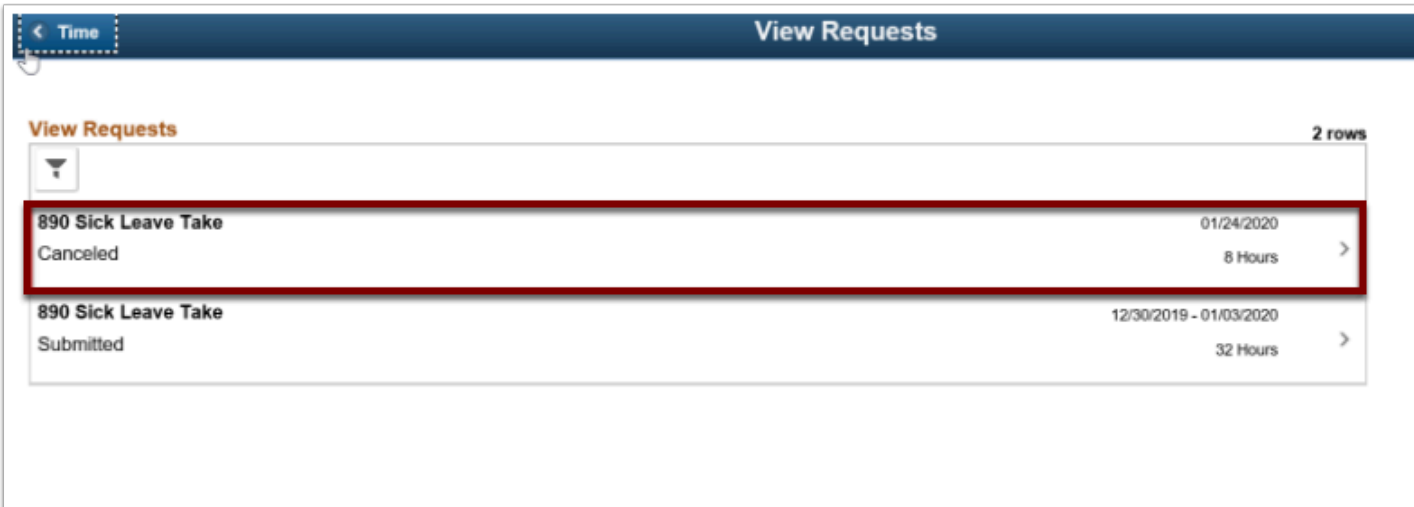
**Audience:** Employees

## 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.