

## 9.2 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 & Re-Submit Request

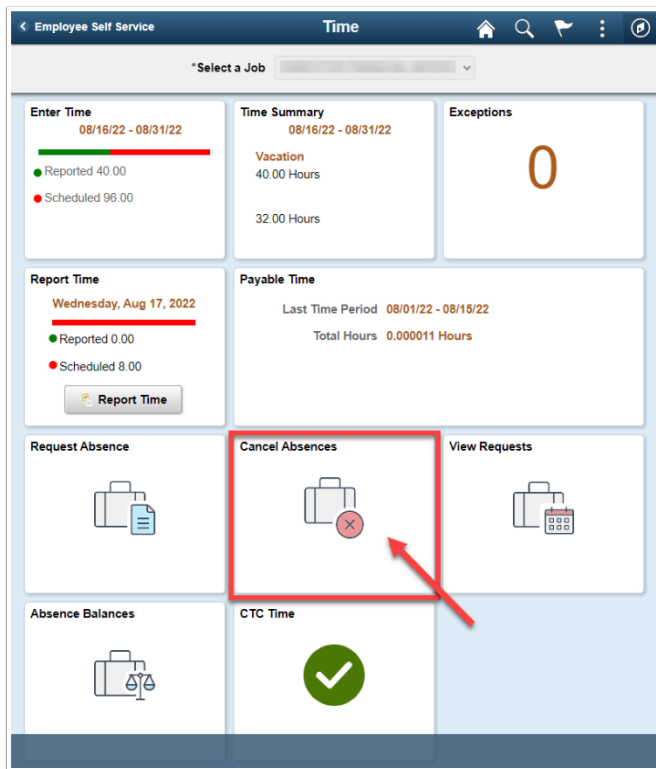
#### Cancel Absence Request

**Navigation:** Employee Self Service (Homepage) > Time (Tile) > Cancel Absence (Tile)

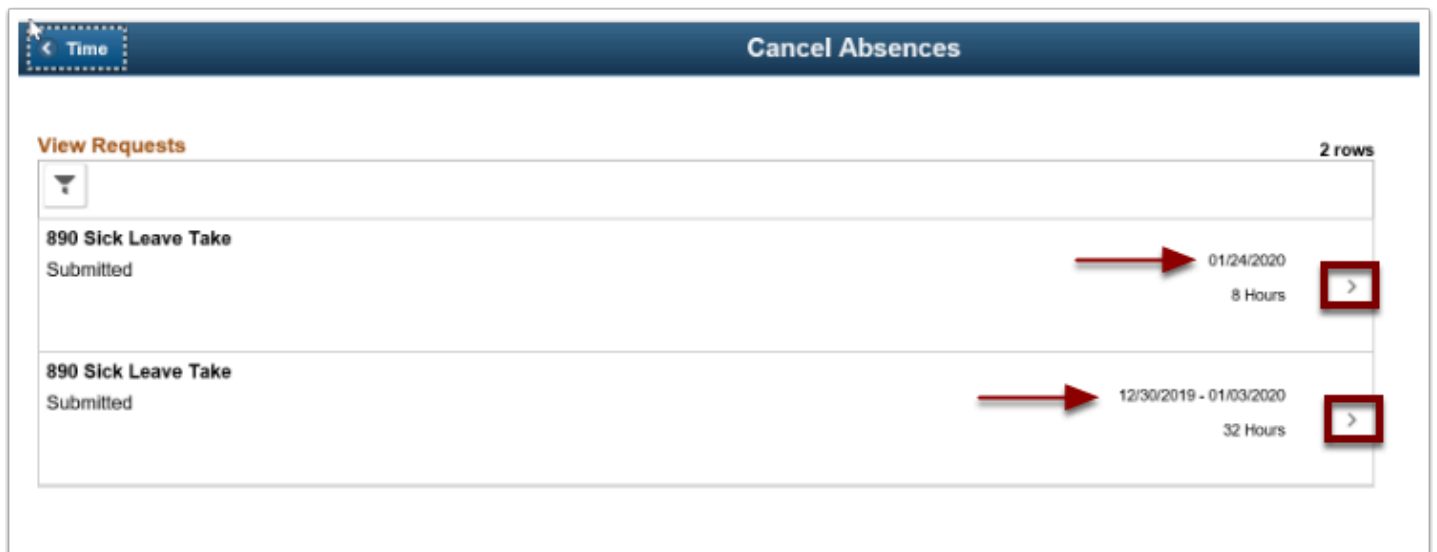
1. On the **Employee Self Service** page, select the **Time** tile.



2. The **Time** page displays.
3. Select the **Cancel Absences** tile.



4. The **Cancel Absence** page displays.
5. Select the **arrow** on the right side of the date of request you choose to cancel.



6. The **Request Details** page displays.
7. Select the **Cancel Absence** button.
8. When you see a confirmation message, select the **Yes** button.
9. Next, select the **Return to Cancel Absences** link in the upper left-hand corner.
10. The process to cancel an absence request is now complete.

[Return to Cancel Absences](#)

**Cancel Absence**

**Absence Details**

Absence Name: 890 Sick Leave Take  
Reason: Compensable Sick Leave  
Start Date: 01/24/2020  
End Date: 01/24/2020  
Duration: 8.00 Hours  
Status: Submitted  
Comments: Wife Sick

**Cancel Details**

Comments:

## Re-Submitting an Absence Request for the Same Day

1. Navigate back to the **Time** page.
2. Select the **View Requests** tile.

Employee Self Service Time

\*Select a Job

**Enter Time**  
08/16/22 - 08/31/22  
Reported 40.00  
Scheduled 96.00

**Time Summary**  
08/16/22 - 08/31/22  
Vacation 40.00 Hours  
32.00 Hours

**Exceptions**  
0

**Report Time**  
Wednesday, Aug 17, 2022  
Reported 0.00  
Scheduled 8.00  
Report Time

**Payable Time**  
Last Time Period: 08/01/22 - 08/15/22  
Total Hours: 0.000011 Hours

**Request Absence**

**Cancel Absences**

**View Requests**

**Absence Balances**

**CTC Time**

3. The **View Requests** page displays.
4. Select **Canceled Absence Request** that you wish to re-submit (for the same day).

Time

View Requests

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	>

- The **Request Details** page displays.
- Notice the status is **Canceled**.
- Make changes to the request then select the **Submit** button.

[Return to View Requests](#)

Submit

\*Absence Name 890 Sick Leave Take

Reason Compensable Sick Leave

\*Start Date 01/24/2020

End Date 01/24/2020

Duration 8.00 Hours

Partial Days None

Status Canceled

- The status will change from Canceled to Submitted.

[Return to View Requests](#)

Absence Name 890 Vacation Leave

Reason Select Absence Reason

Start Date 01/24/2020

End Date 01/24/2020

Duration 8.00 Hours

Partial Days None

Status Submitted

Comments

Balance Information

9. The process to re-submit a canceled absence request (for the same day) is now complete.
10. You have successfully submitted a request to cancel an absence and then re-submitting the absence request.
11. End of procedures.