

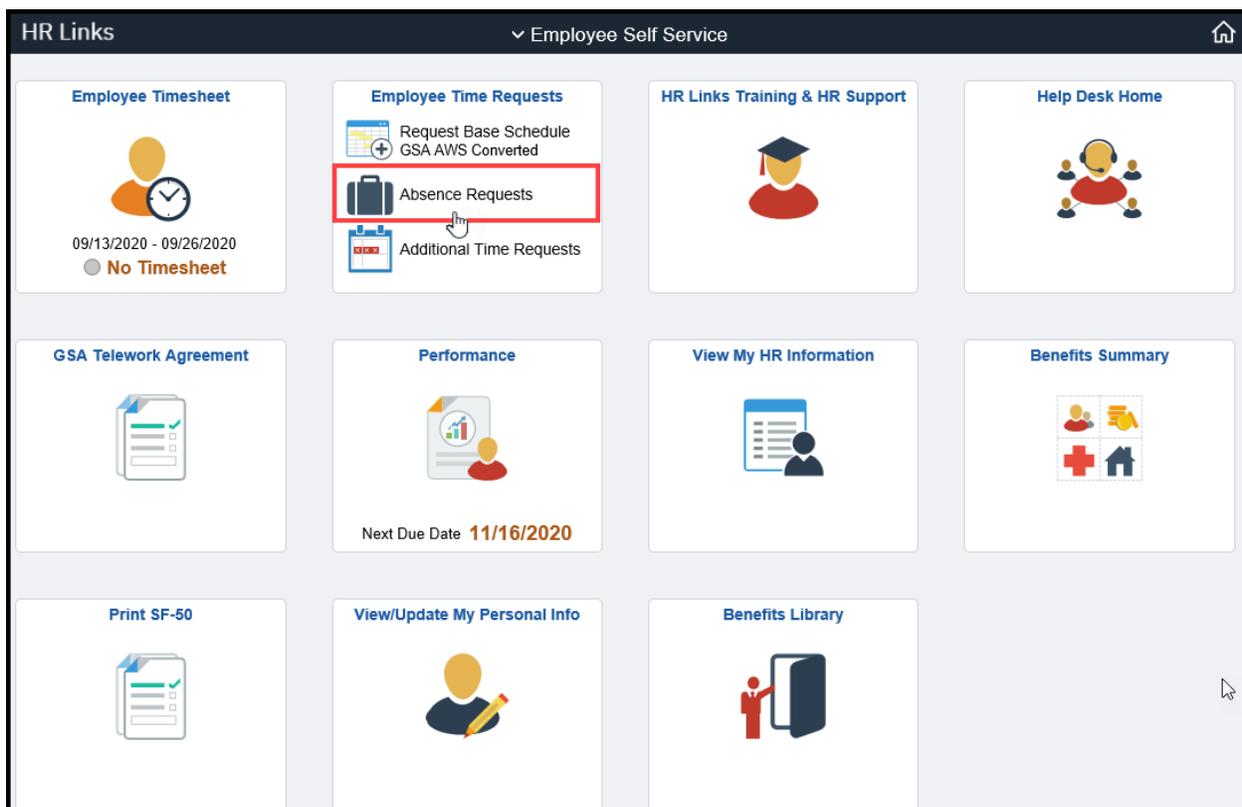


Cancel an Absence Request (Employee)

Follow this job aid to learn how to **Cancel an Absence Request** in HR Links.

Cancel an Absence Request

1. Select **Absence Requests** from the **Employee Time** tile on the Employee Self Service homepage.





2. Find the request you would like to cancel in the list of **Absence Requests** and select the **Cancel** button to the right of it.

Employee Self Service / Time / Absence

REQUEST ABSENCE

Annual Leave Balance
290 Hours
(186 Hours Use or Lose)
[REQUEST ANNUAL LEAVE](#)

Sick Leave Balance
689.3 Hours
[REQUEST SICK LEAVE](#)

① The current balance does not reflect requests that have been processed after 07/04/2020.

Absence Requests

	ABSENCE	STATUS	BEGIN DATE	END DATE
	All	All Statuses	06/04/2020	12/01/2020

Date	Absence Type	Duration	Status	
Thursday October 1 - Friday October 2	Annual Leave	17 Hours	Submitted	VIEW/EDIT CANCEL

Note: This page defaults to list all Absence Requests, their Duration, and their Status within a specified date parameter.

3. A **Cancel Request** dialog box will appear. Enter an explanation, description, or comments as needed; then select **Confirm**.



Cancel Request

Annual Leave

10/02/2020 - 10/02/2020
Duration: 8.00

Review the request leave details and optionally enter comments.

COMMENTS

CLOSE**CONFIRM**

4. The Absence page will now show the request Status as **Canceled**. *You have successfully canceled the request!*

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Absence Requests				
	ABSENCE	STATUS	BEGIN DATE	END DATE
	All	All Statuses	06/04/2020	12/01/2020

Date	Absence Type	Duration	Status	
Friday October 2 - Friday October 2	Annual Leave	8 Hours	Canceled	VIEW/EDIT CANCEL

Note: You have the option to change your canceled absence if necessary by selecting the **View/Edit** button.