



Edit an Absence Request (Supervisor)

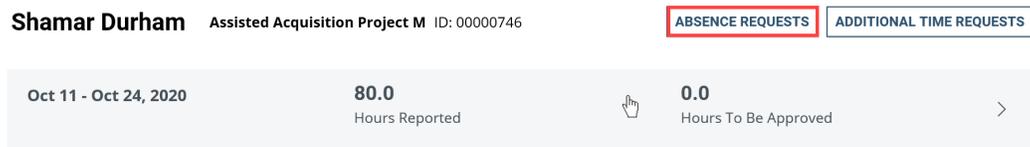
Follow this job aid to learn how to **Edit and Absence Request** for an employee in HR Links.

Edit Absence Request from Manager Time Tile

1. Select the **Manager Time** tile on the Manager Self Service homepage.



2. Scroll to find the employee whose Absence Request you want to edit. Click on the **Absence Requests** button.



3. In the Absence Request History, find the **Absence Request** you would like to **edit** under the **Absence Requests** section. Select **View/Edit** for that specific absence request.

- If you do not see your request in the **Absence Requests** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
- If you cannot see all of your **Absence Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.



REQUEST ABSENCE



Annual Leave Balance

290 Hours

(186 Hours Use or Lose)

REQUEST ANNUAL LEAVE



Sick Leave Balance

689.3 Hours

REQUEST SICK LEAVE

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

Absence Requests

ABSENCE

All

STATUS

All Statuses

BEGIN DATE

06/05/2020

END DATE

12/31/2020

Date

Absence Type

Duration

Status

Monday December 28 -

Thursday December 31

Annual Leave

36 Hours

Approved

VIEW/EDIT

CANCEL

Friday October 2 - Tuesday October 6

Annual Leave

26 Hours

Submitted

VIEW/EDIT

CANCEL

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



4. Select the  icon or type in the new **Start and/or End Date** you want, and select a new **Absence Type** if desired. In this example, one additional Annual Leave day, 10/07/2020, will be added to the request.

ABSENCE TYPE *

Annual Leave

START DATE * 10/02/2020  **END DATE** 10/06/2020 

FULL DAYS **PARTIAL DAYS**

Requested Hours	Comments/History	
	Fri 2	Sat 3
Scheduled	8	0
Holiday	0	0
Requested	8	0

« **October 2020** »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7
0		9			9	

Total Requested Hours: 26.0
Current Annual Leave Balance: 290

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



- 5. Once the **End Date** has been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can add information to your request by selecting the **Comments/History** hyperlink.

ABSENCE TYPE *
Annual Leave

START DATE * 10/02/2020

END DATE 10/07/2020

FULL DAYS PARTIAL DAYS

Requested Hours [Comments/History](#)

October	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7
Scheduled	8	0	0	9	9	9
Holiday	0	0	0	0	0	0
Requested	8	0	0	9	9	9

Total Requested Hours: 35.0
Current Annual Leave Balance: 290

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

BACK SUBMIT



- An optional **Comments** field will open where you can enter an explanation or description to your request, then select **Submit**.

ABSENCE TYPE *
Annual Leave

START DATE * 10/02/2020 **END DATE** 10/07/2020

FULL DAYS **PARTIAL DAYS**

Requested Hours **Comments/History**

COMMENTS

Total Requested Hours: 35.0
Current Annual Leave Balance: 290
The current balance does not reflect requests that have been processed after 07/04/2020.

BACK **SUBMIT**



7. If all or part of your absence request is for partial days of leave, select **Partial Days** and proceed as follows:

- If “**All days are partial**” leave days in your request, enter the number of hours you are requesting for each day. **The number of hours you enter will apply to all of the days in the period.**
- If only the “**First and Last Day**” of your request are partial leave days, as in the example below, enter the number of hours you want to request for each of those days into the corresponding fields. You may not enter **0** for either of these days.
- Select **Submit** to complete the process.

ABSENCE TYPE *
Annual Leave

START DATE * 10/02/2020 **END DATE** 10/06/2020

FULL DAYS **PARTIAL DAYS**

All days are partial: hr

First day (October 2) hr
& Last day (October 6) hr

	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6
Scheduled	8	0	0	9	9
Holiday	0	0	0	0	0
Requested	2	0	0	9	4

Total Requested Hours: 15.0
Current Annual Leave Balance: 290
The current balance does not reflect requests that have been processed after 07/04/2020.



- 8. You will return to the Request Absence screen. The request you edited will have a Status of **Approved**. *You are all set!*

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: All | STATUS: All Statuses | BEGIN DATE: 06/05/2020 | END DATE: 12/31/2020

Date	Absence Type	Duration	Status	
Monday December 28 - Thursday December 31	Annual Leave	36 Hours	Approved	VIEW/EDIT CANCEL
Friday October 2 - Tuesday October 6	Annual Leave	26 Hours	Approved	VIEW/EDIT CANCEL