

## Cancel an Absence Request

To cancel a future absence request, use the Absence Request History screen. You can do this even if your manager has already approved the request. Canceling a request will send a notification email message to your manager (the employee listed as your “Reports To” on your Job Data record).

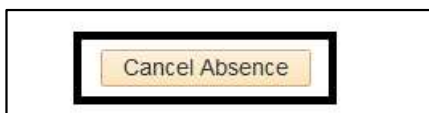
1. On the Home page, under Quick Links, Time Reporting, click **Absence Request History**. The Absence Request History screen will appear.



2. In the list of absences, look for the absence request that you want to cancel. If necessary, set the date range and click **Refresh**. Click **Cancel**.

From		Through						
12/12/2017		06/10/2018		Refresh				
Absence Request History							Personalize   Find   View All   [Print] [Export]	
							First 1-7 of 7 Last	
Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit	Cancel	
Personal Necessity	Cancel In Progress	03/26/2018	03/26/2018	4 Hours	Employee Absence Request	Edit	Cancel	
Vacation	Approved	03/19/2018	03/21/2018	20 Hours	Employee Absence Request	Edit	<b>Cancel</b>	
Personal Business	Saved	03/12/2018	03/12/2018	8 Hours	Employee Absence Request	Edit	Cancel	

3. Scroll to the bottom of the page. Click **Cancel Absence**.



4. You should see a message that says, “Are you sure you want to Cancel this Absence Request?” Click **Yes**. This will cancel the absence request.
5. A confirmation message will appear that says, “The Absence Request was successfully canceled.” Click **OK**.
  - An email message regarding the cancelation will be sent to your manager.
  - You (employee) *will* receive an email notification indicating that the request was canceled. The exception is if your manager had denied or pushed back your request; in that case you will not receive an email notification when you cancel.
  - Your debited hours will be returned the next day. A nightly process needs to run to update the hours in your absence balances.