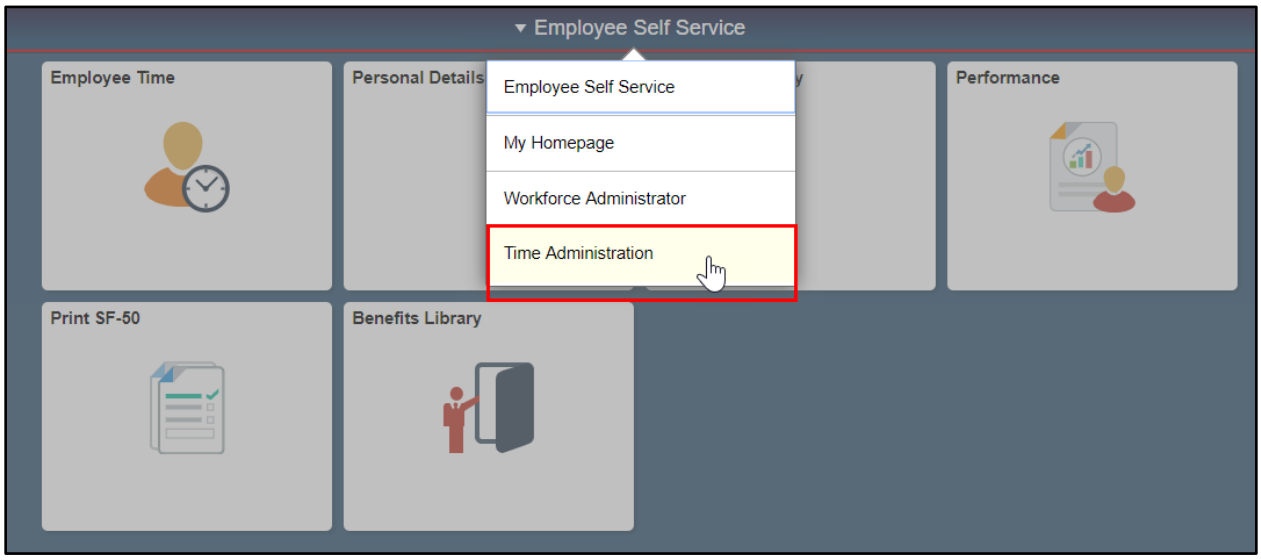
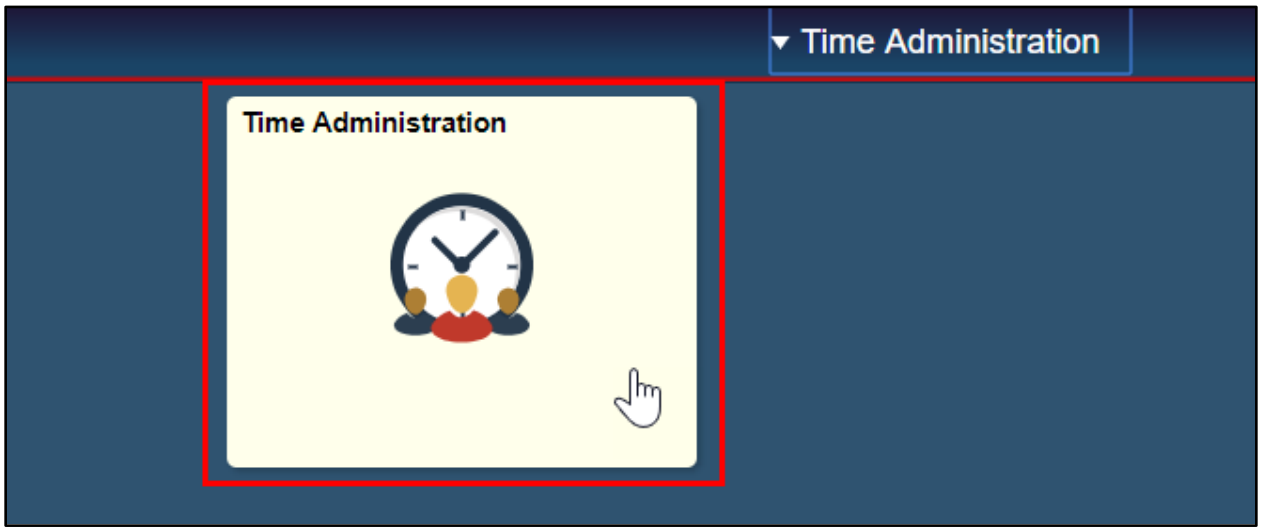
Cancel an Absence/OT Request (Timekeeper)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.

    a. *Follow these instructions to add the Time Administration page/tile to your homepage.*

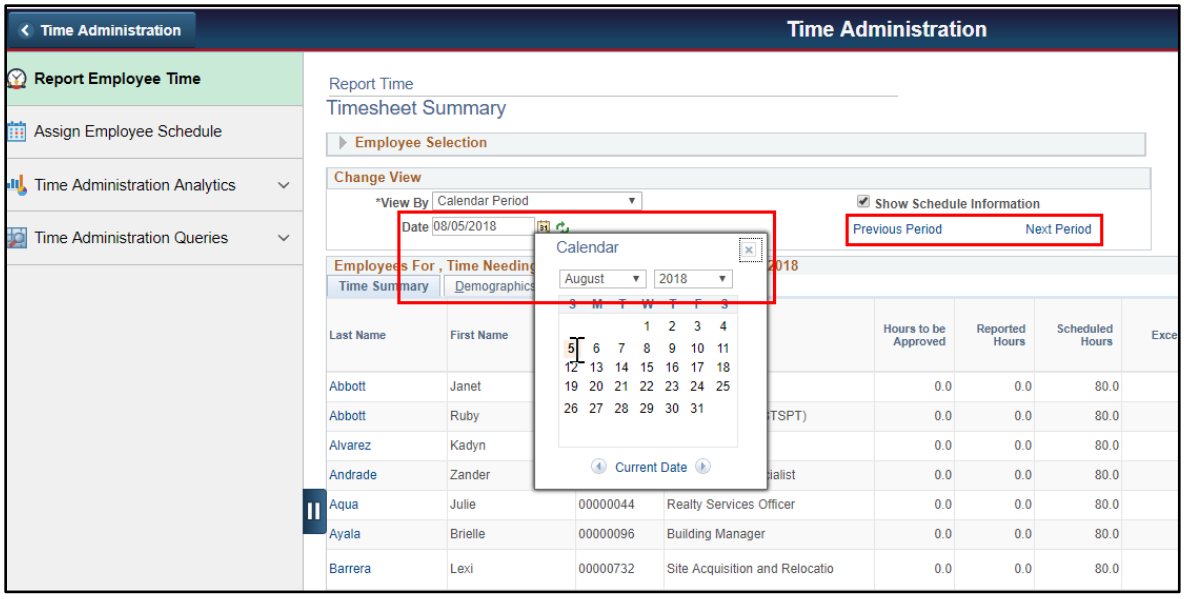


2. Select the **Time Administration** tile.



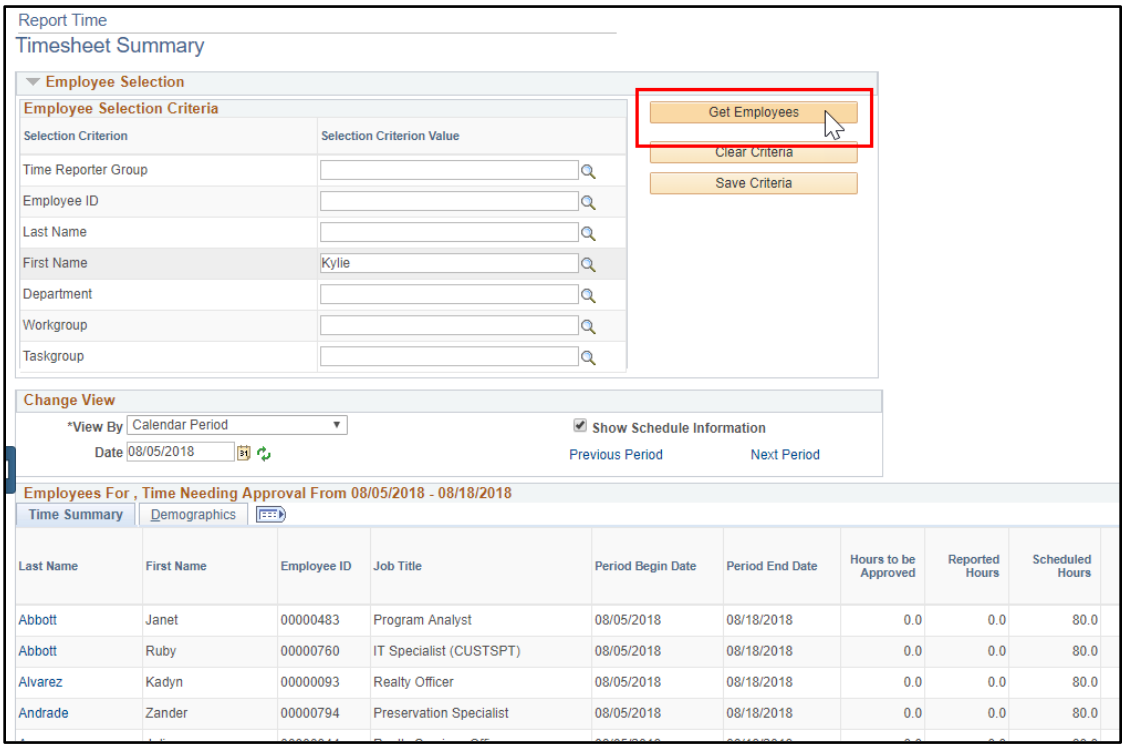
    a. *It might take a moment for the Time Administration page to load.*

3. On the **Report Employee Time** tab, change the **Date** field or **Previous/Next Period** hyperlinks in the **Change View** section to the pay period you want to cancel the absence/OT request.

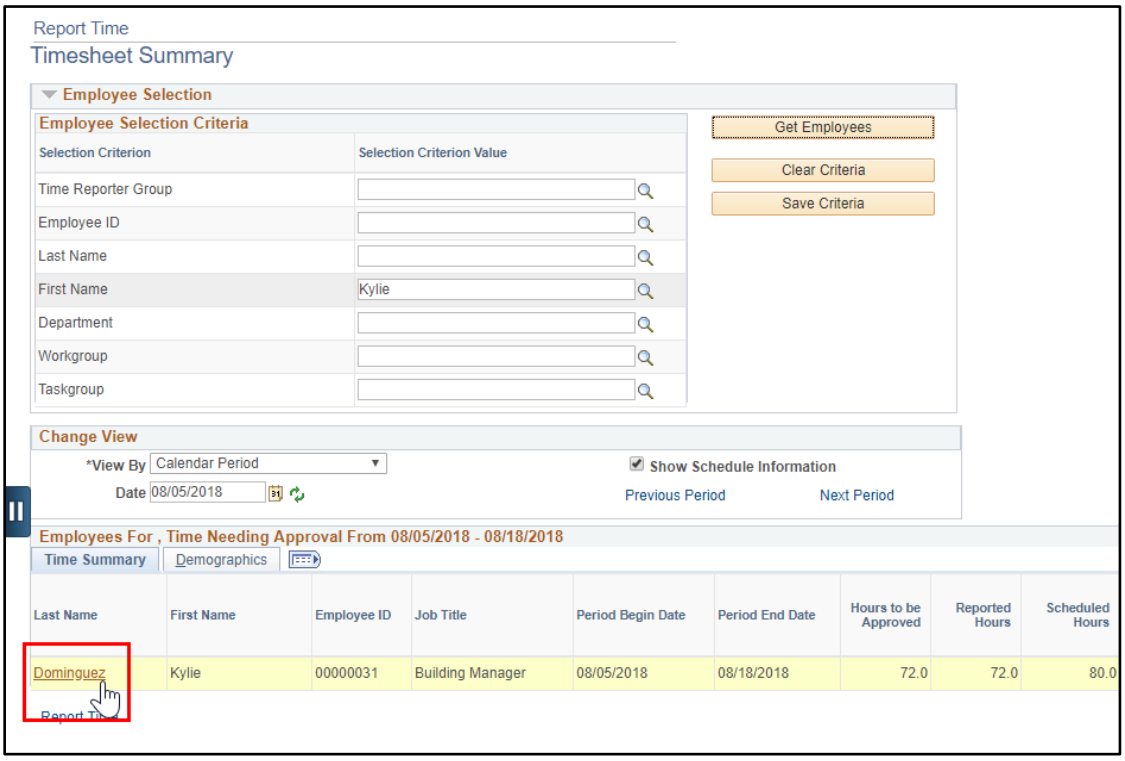


4. Select the **refresh** button ( ) if you select the calendar icon.

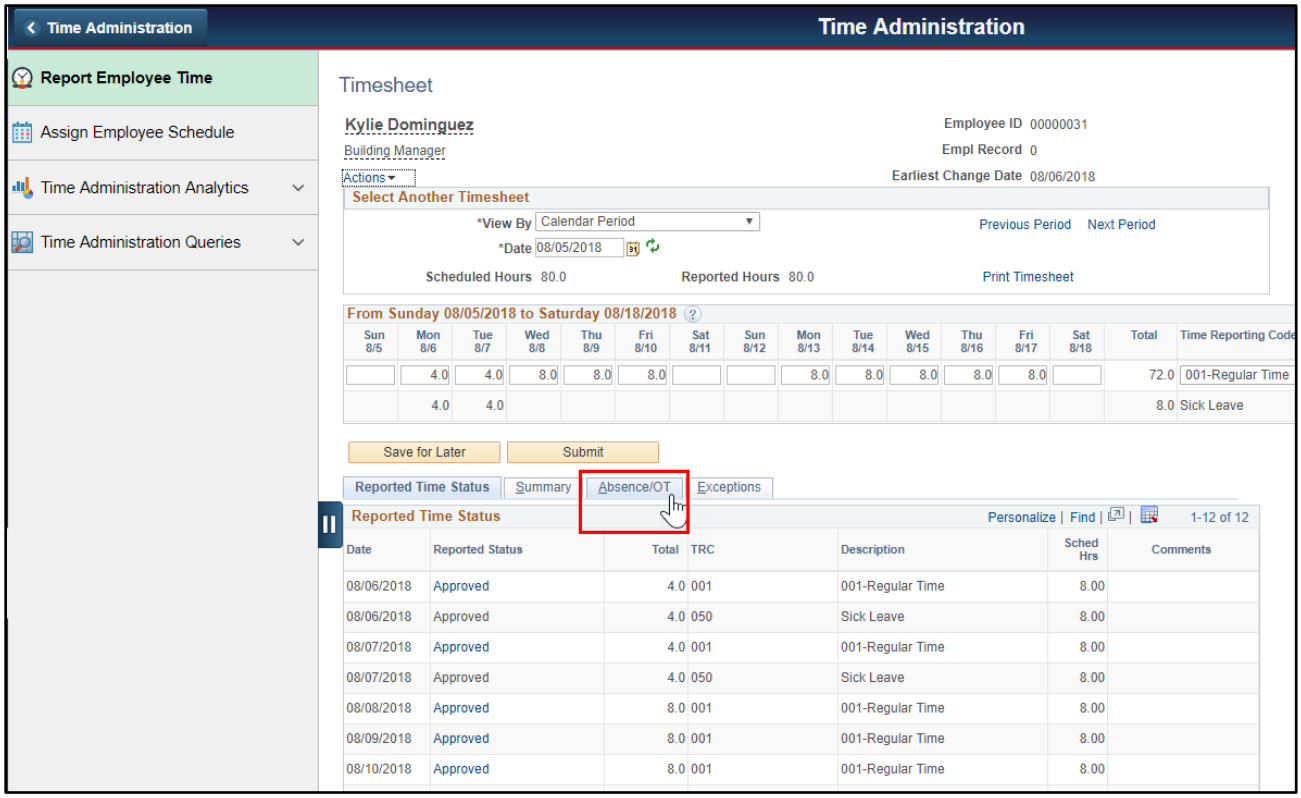
5. A list of employees will appear. Enter search criteria in the **Employee Selection** section, and select the **Get Employees** button.



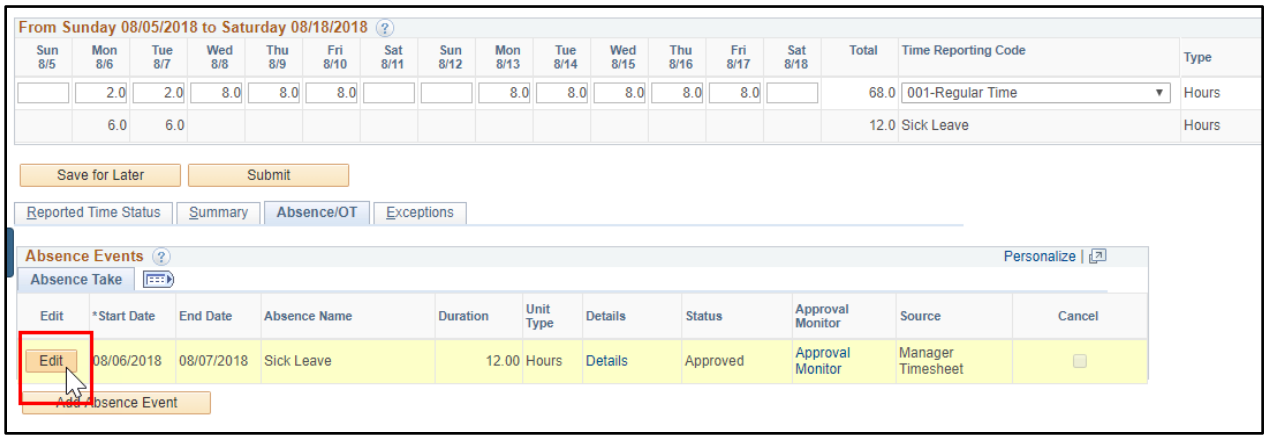
6. Select the employee for whom you would like to cancel the absence or overtime request.



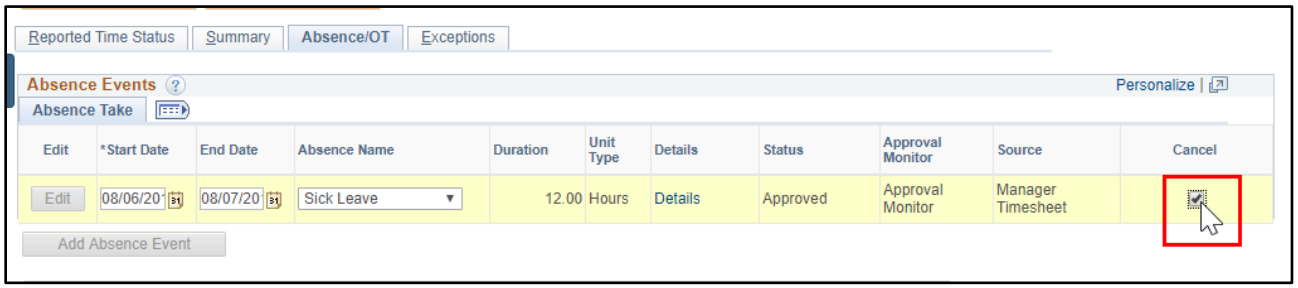
7. The employee's timesheet will appear. Go to the **Absence/OT** tab.



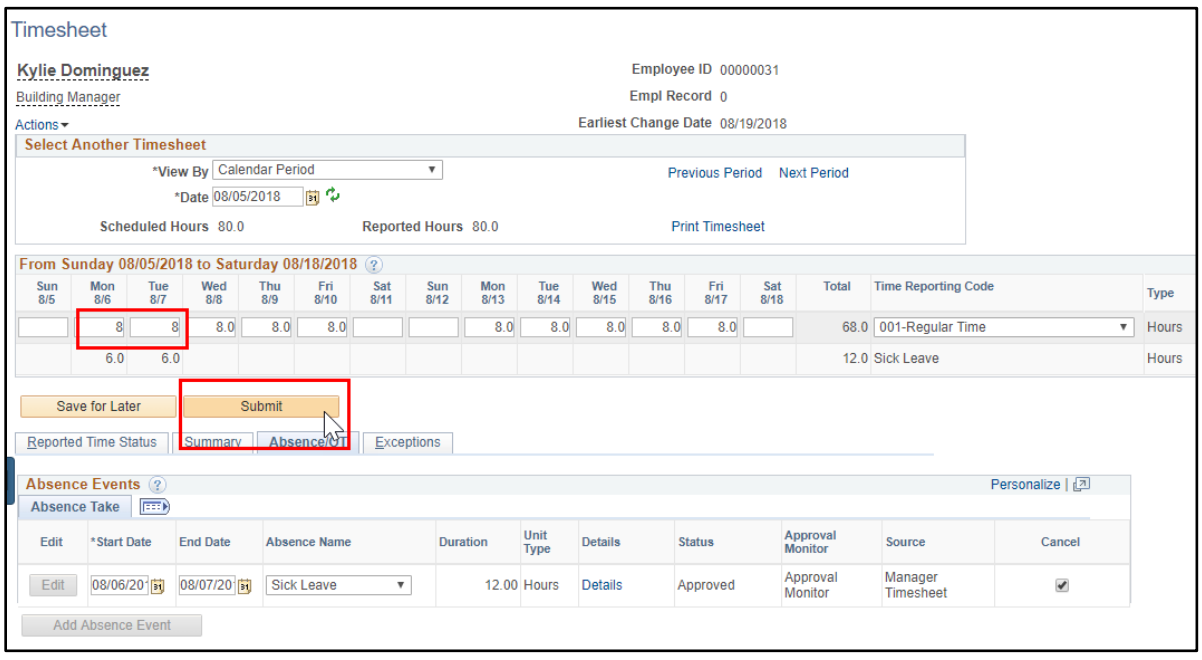
8. Select the **Edit** button on the absence event that needs to be cancelled.



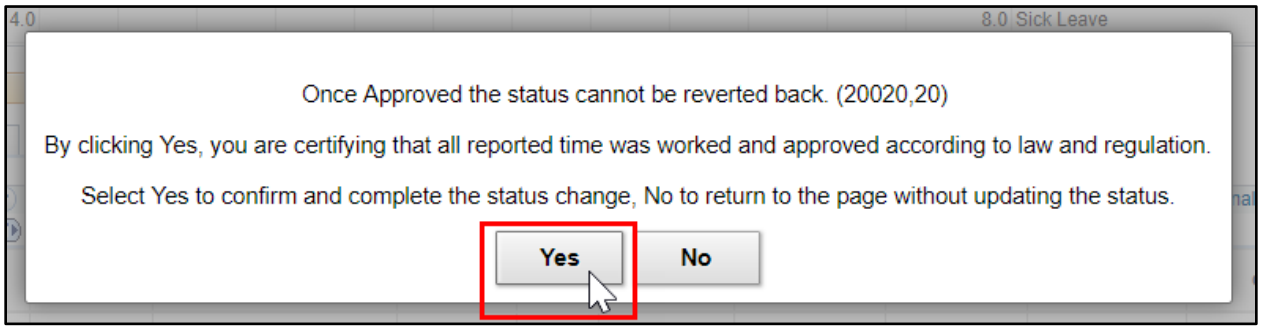
9. Select the **Cancel** checkbox.

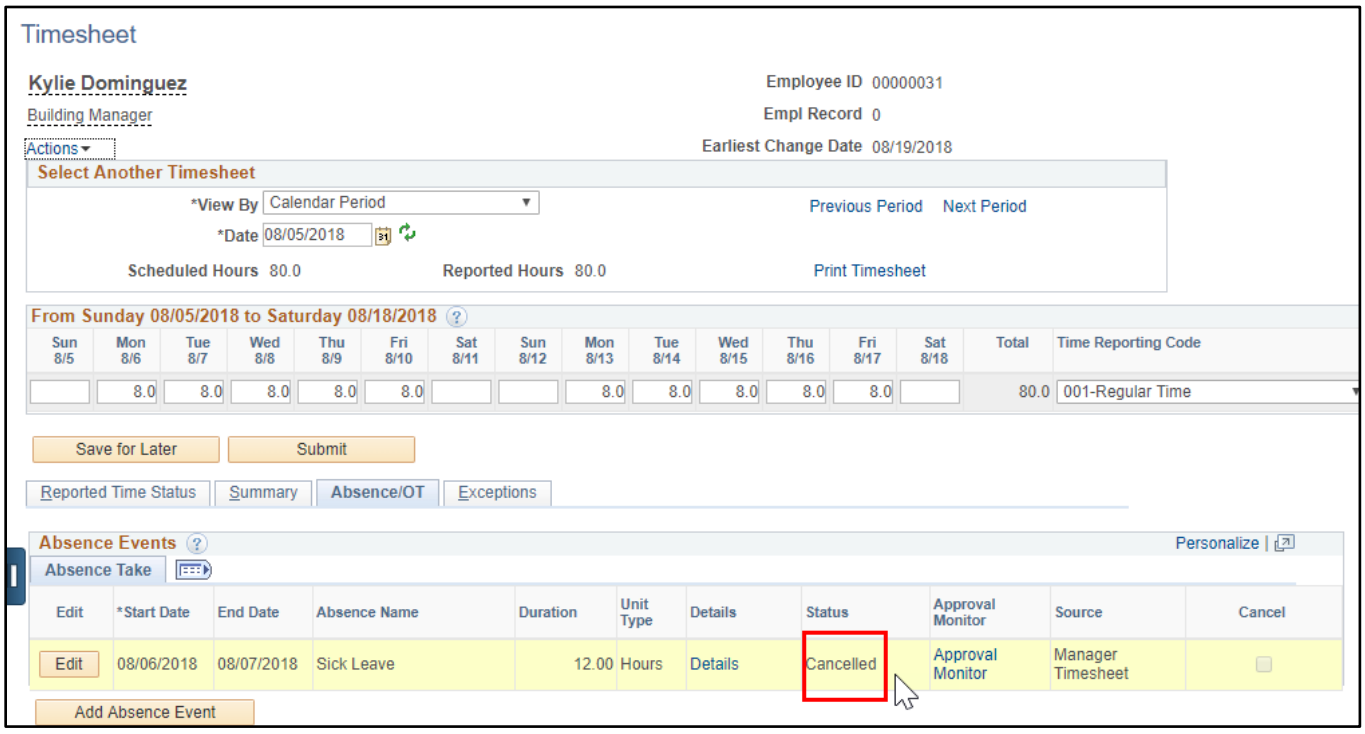


10. Update the timesheet due to the absence cancellation for 8/6 and 8/7, and select the **Submit** button.



11. An attestation message will appear. Select the **Yes** button.



12. The status for the absence event will change to **Cancelled**.

    a. *If the event was leave, it will automatically be removed from the timesheet.*
    b. *If the event was overtime, credit hours earned, comp time earned, or travel comp time earned, remove the item manually by clicking the minus icon at the end of the row on the timesheet. If there are multiple days with these types of earning, you will have to zero out the hours on each day you are cancelling.*