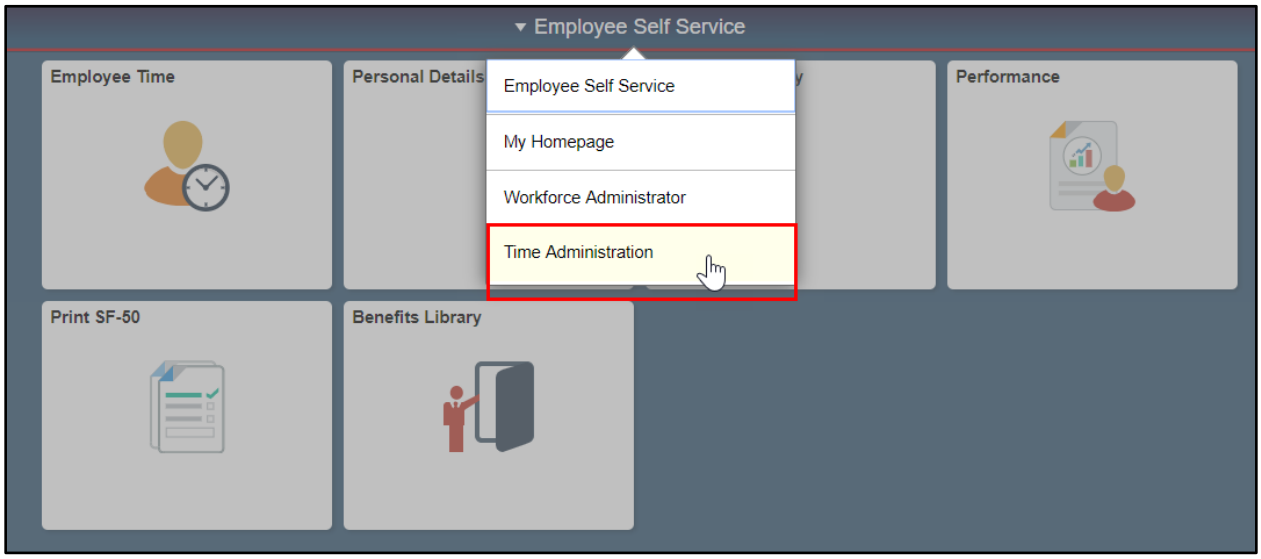
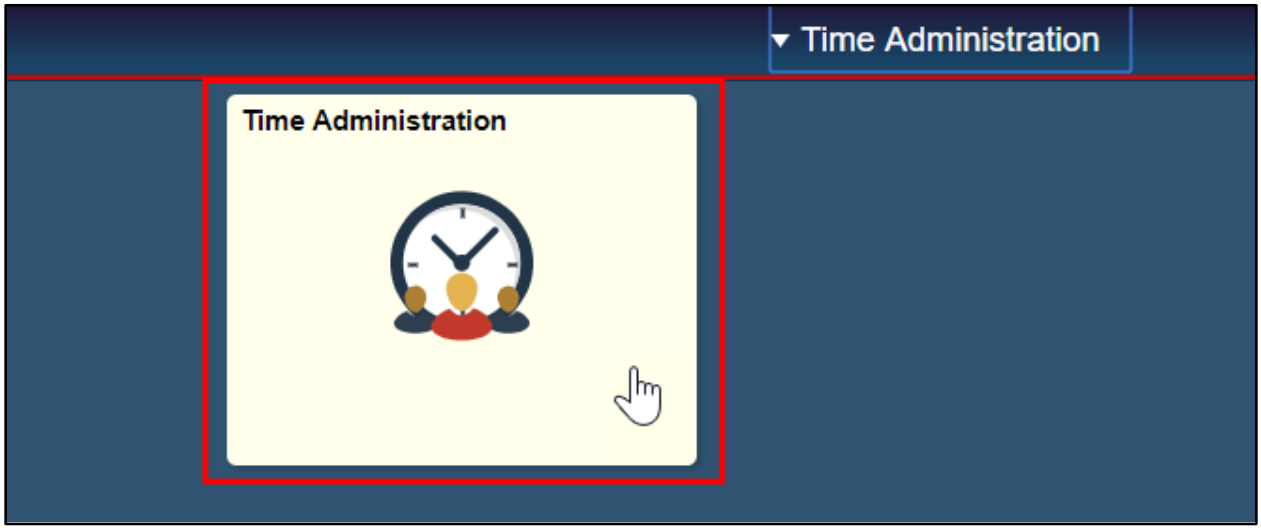
Modify an Absence/OT Request (Timekeeper)

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.*

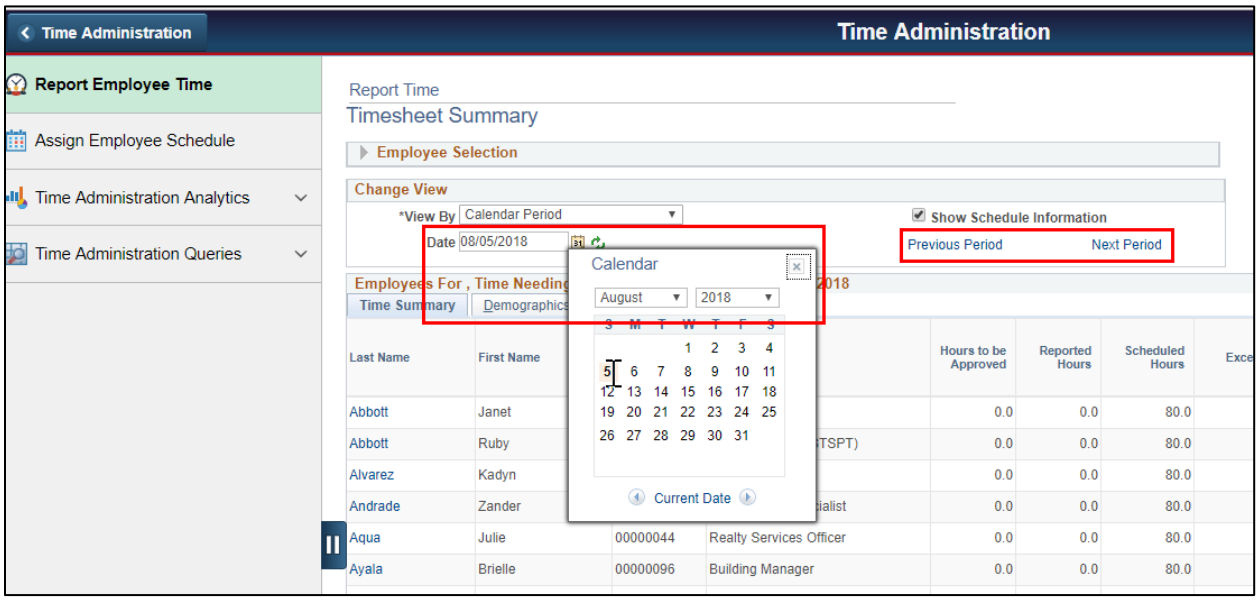


2. Select the **Time Administration** tile.

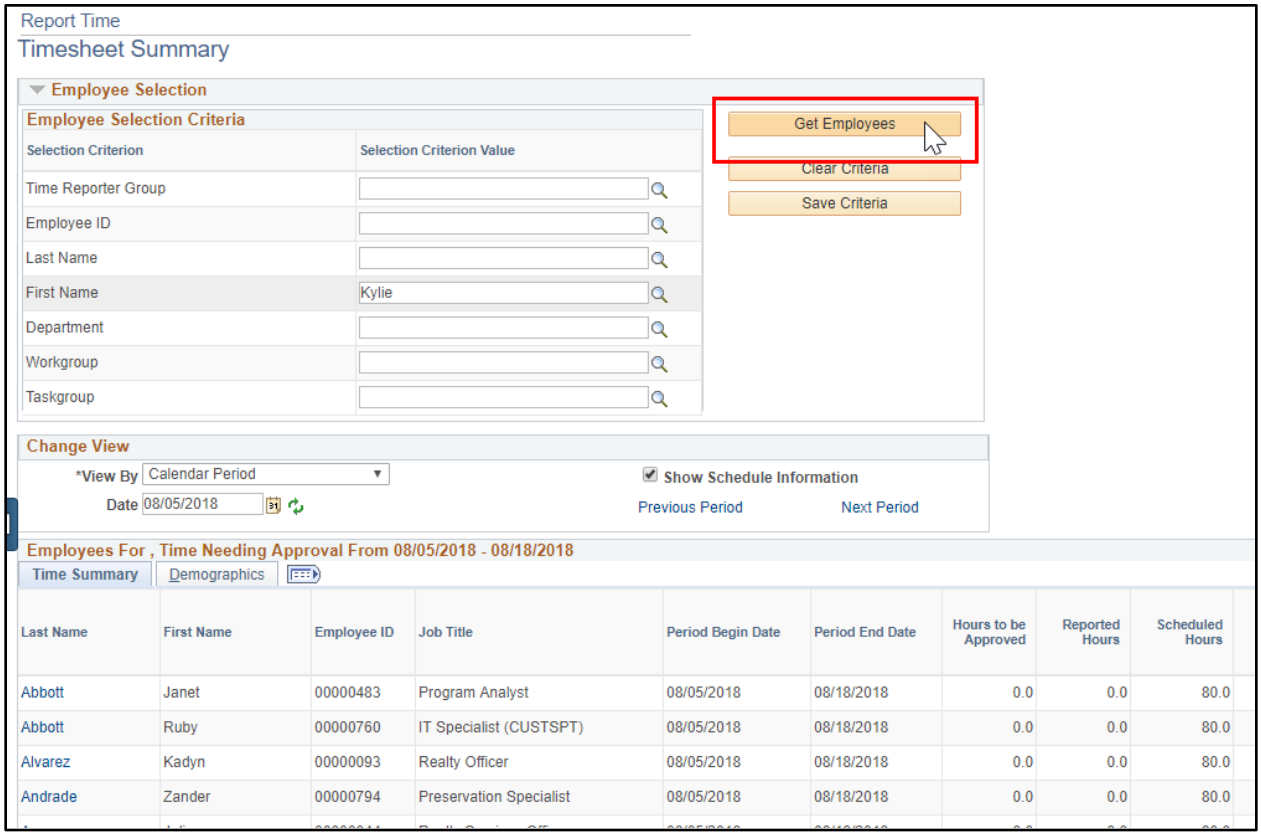


    a. *It might take a moment for the Time Administration page to load.*

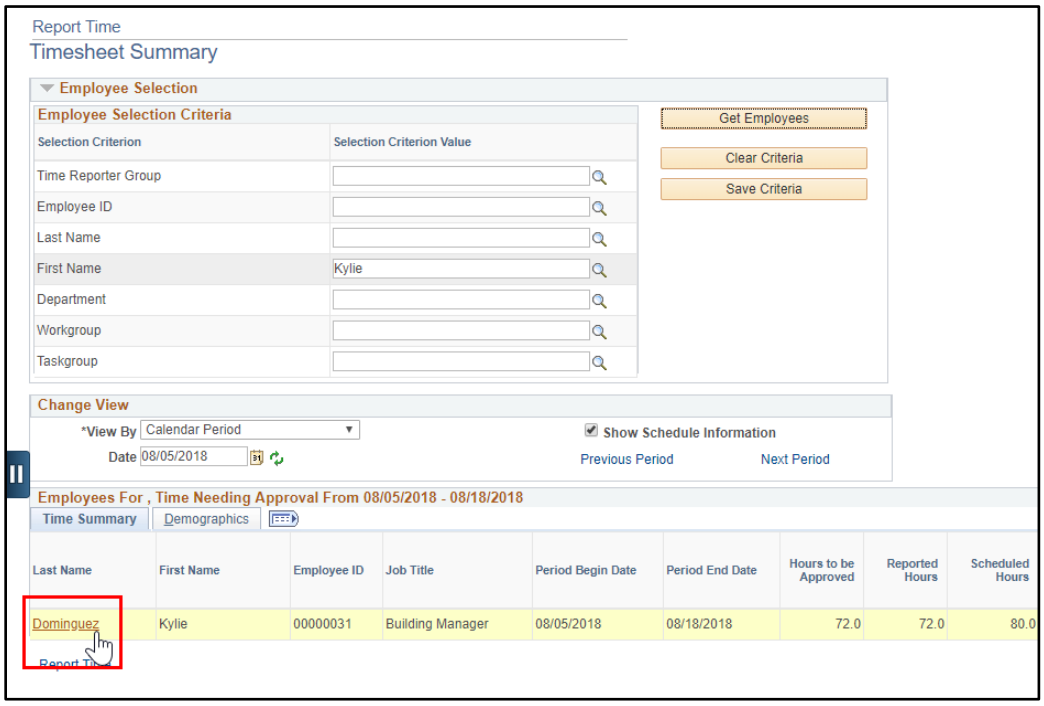
3. On the **Report Employee Time** tab, change the **Date** field or **Previous/Next Period** hyperlinks in the **Change View** section.



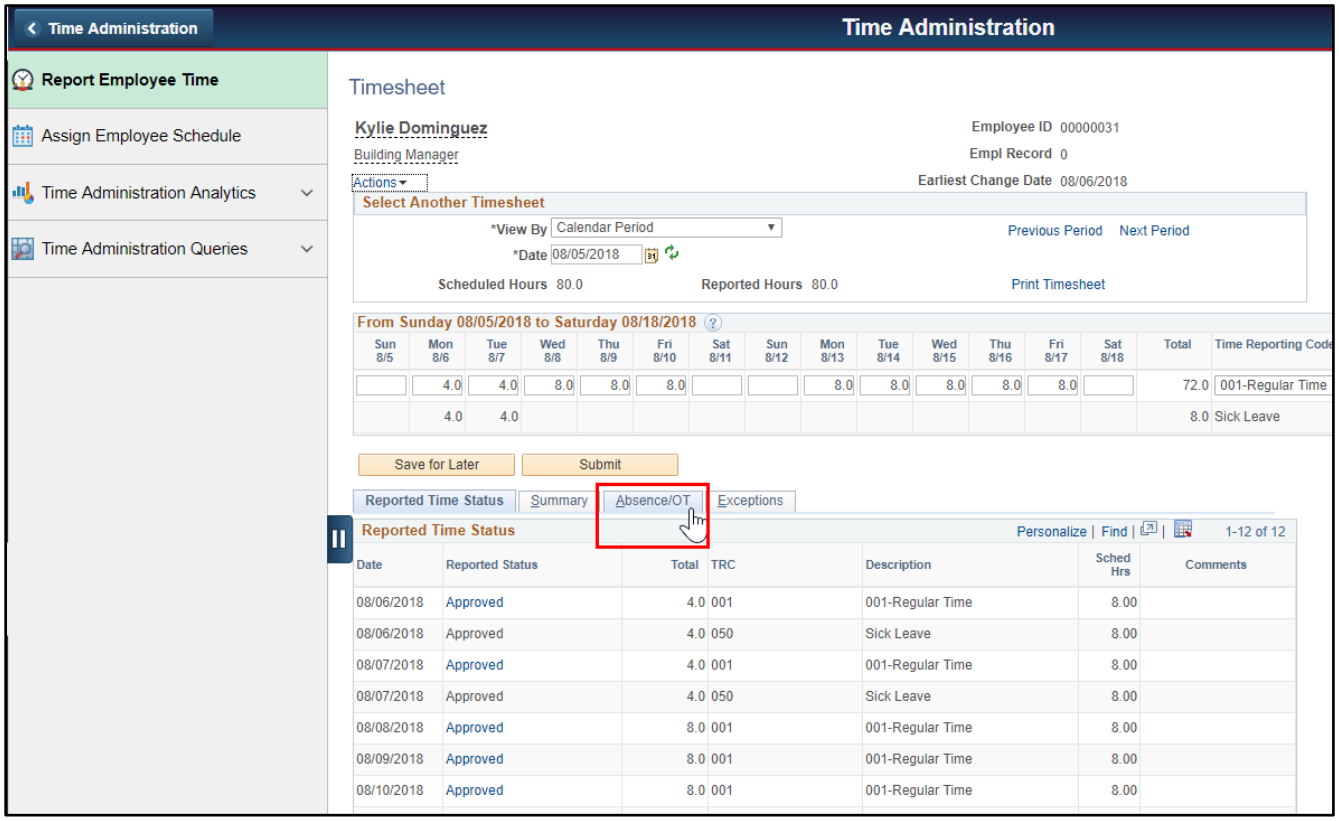
4. Select the **refresh** button ( ) if you navigate using the Date field.
5. A list of employees will appear. Enter search criteria in the **Employee Selection** section, and select the **Get Employees** button.



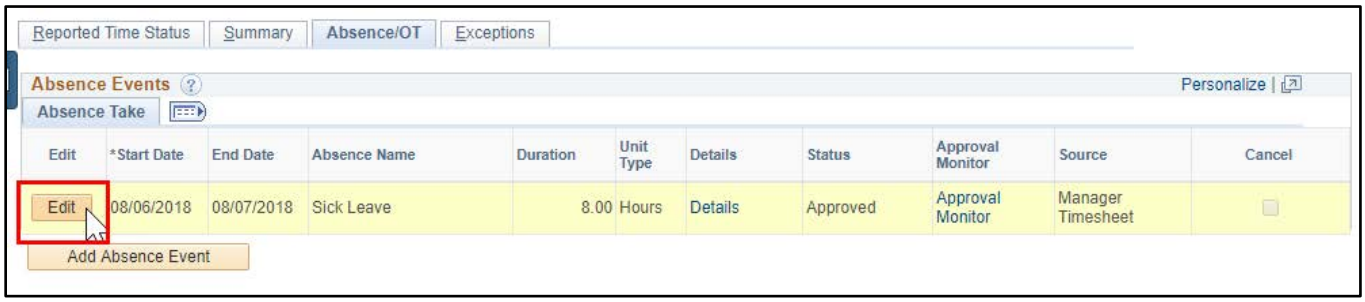
6. Select the employee for whom you would like to modify the absence or overtime request.



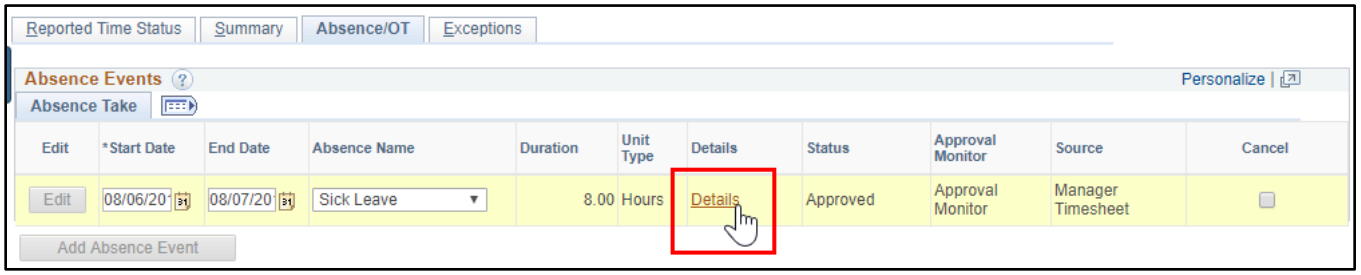
7. The employee's timesheet will appear. Go to the **Absence/OT** tab.



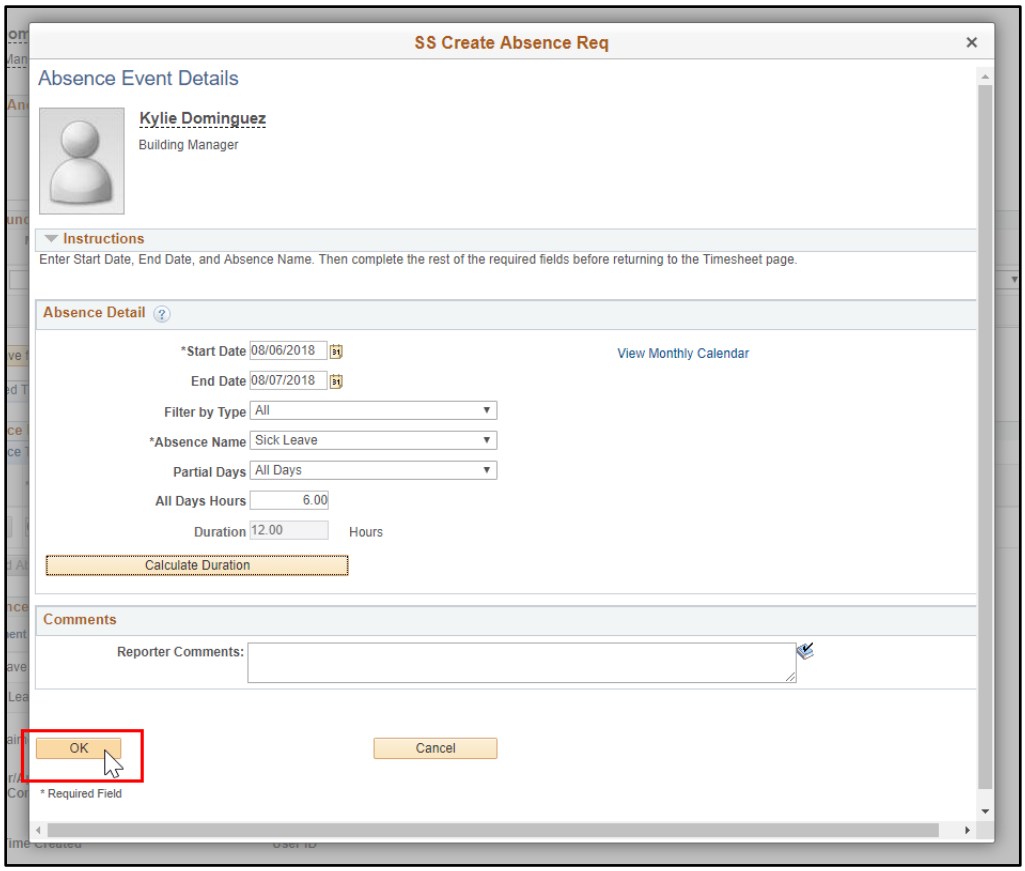
8. Select the **Edit** button on the absence event that needs to be modified.



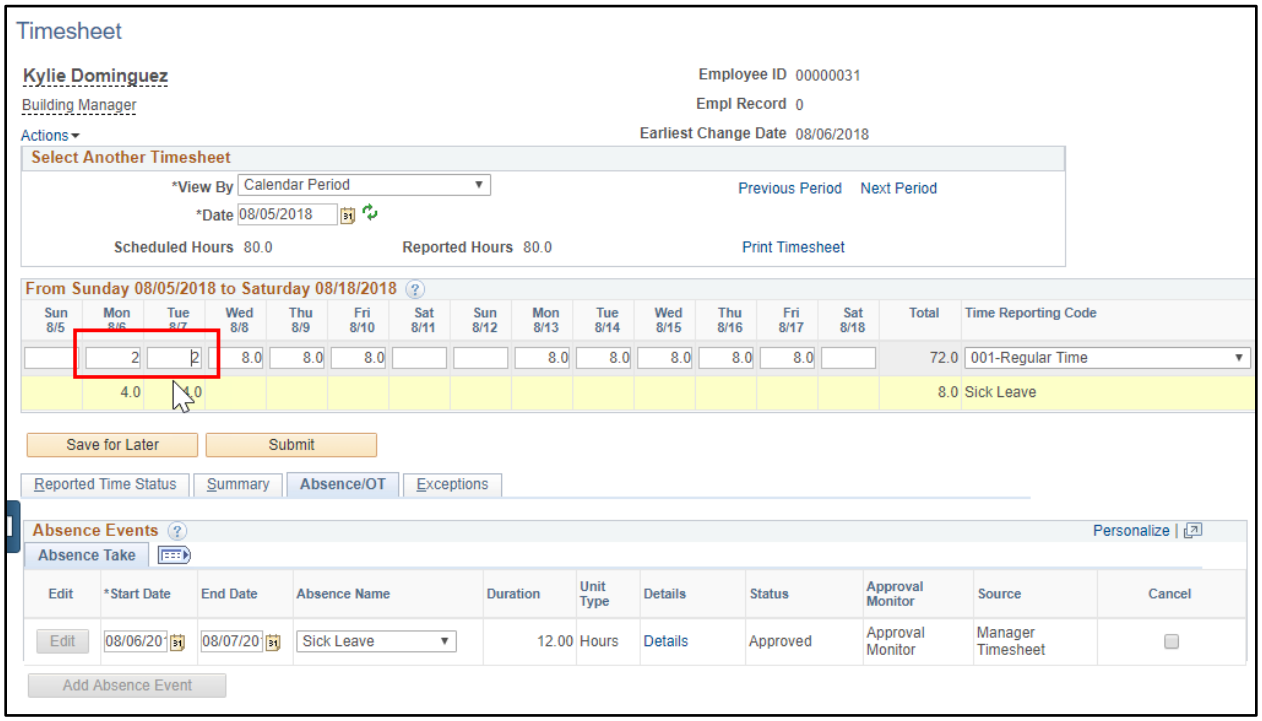
9. Choose the **Details** hyperlink.



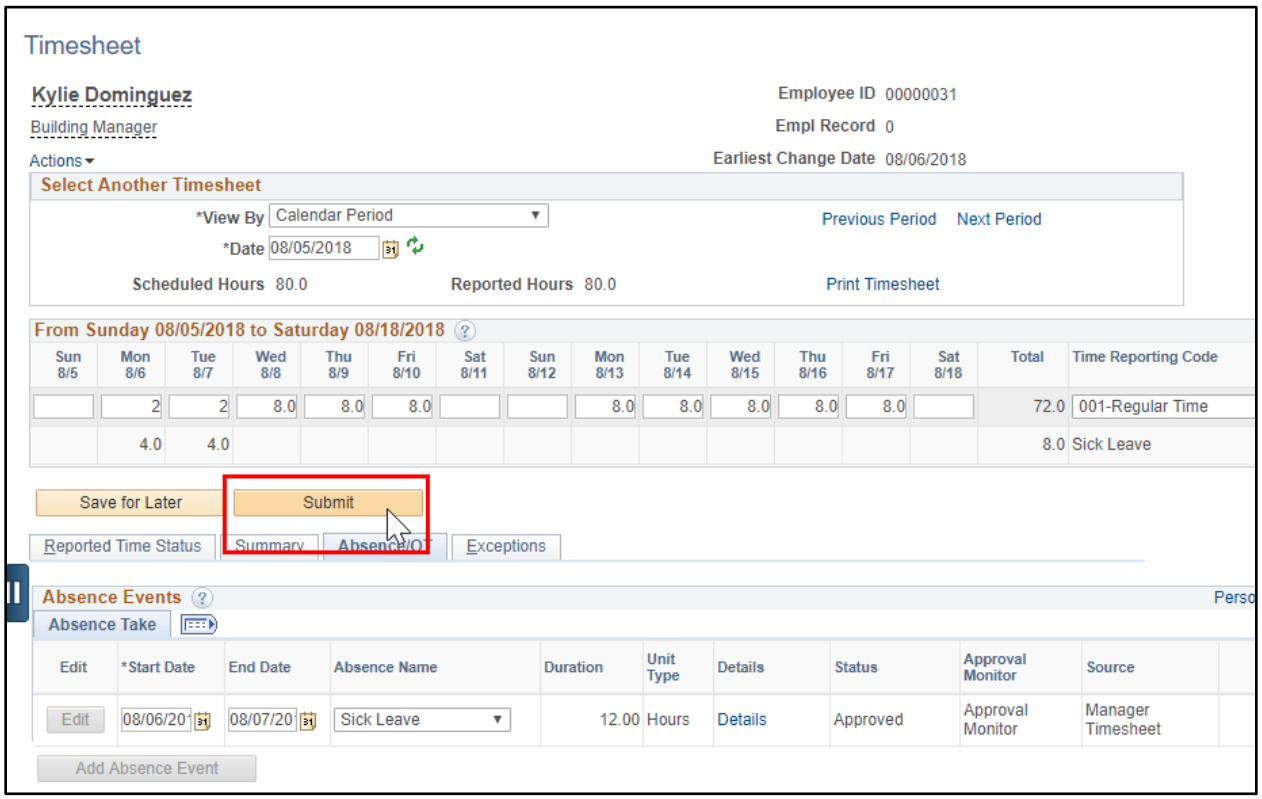
10. Make the necessary changes on the Absence Event Details page, and select OK.



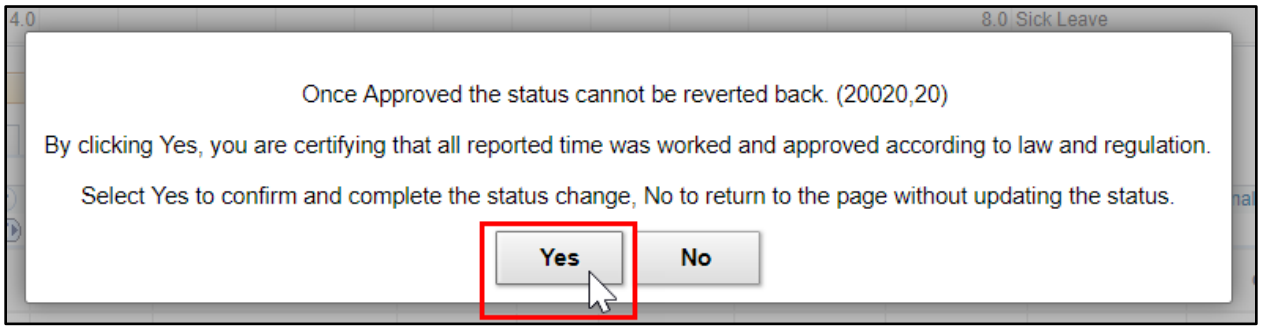
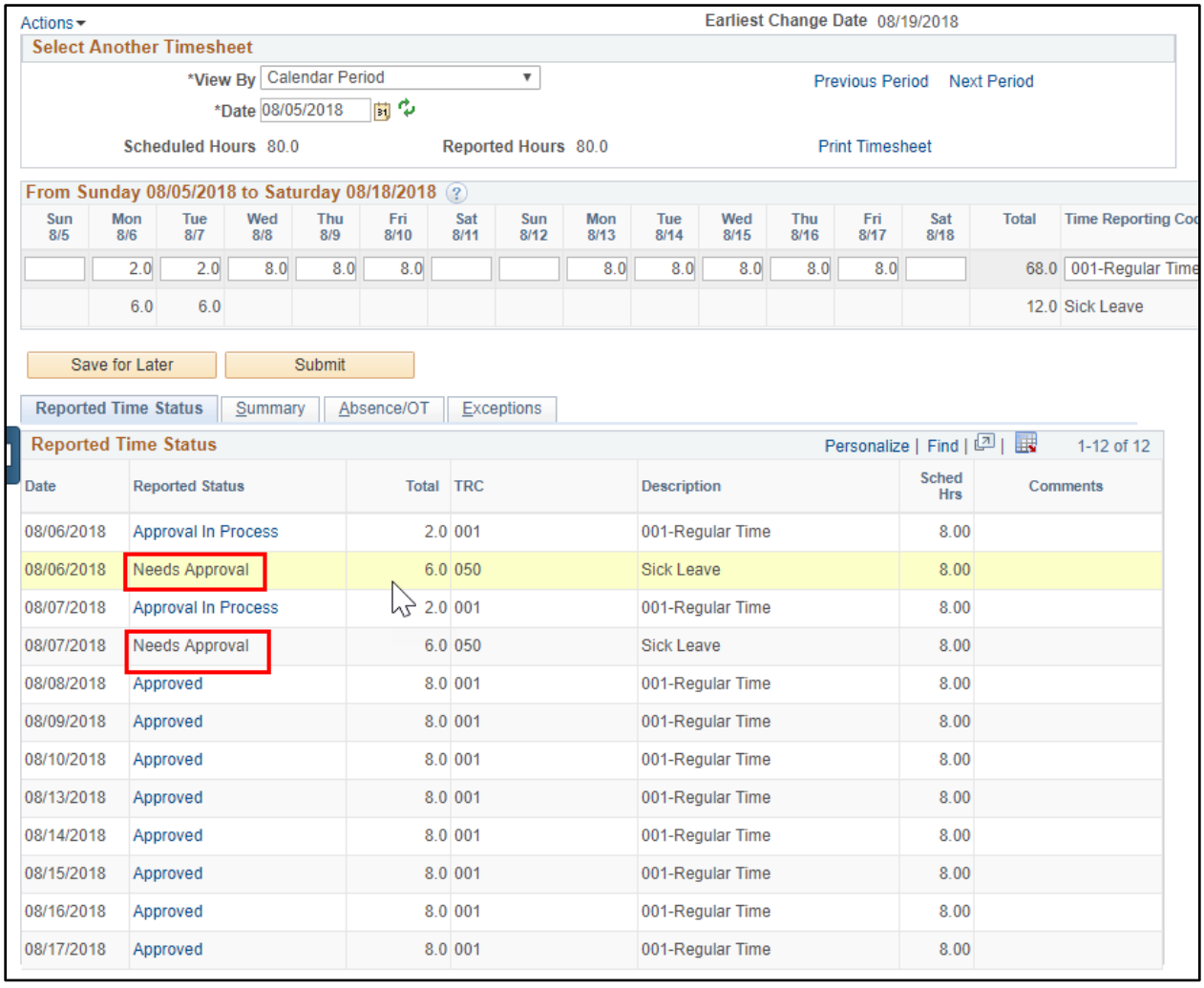
11. The timesheet will display again. Make any necessary edits to the timesheet based on the changes you made to the absence/OT event.



12. Select **Submit** to submit the amendment for approval.



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



14. The amended content will appear as *Needs Approval* status.