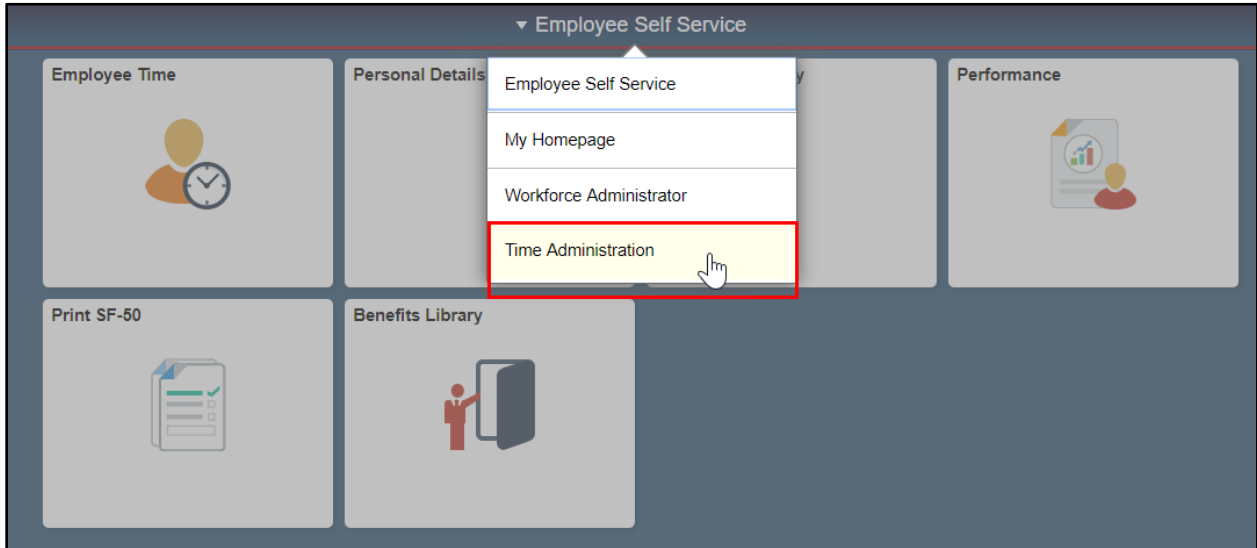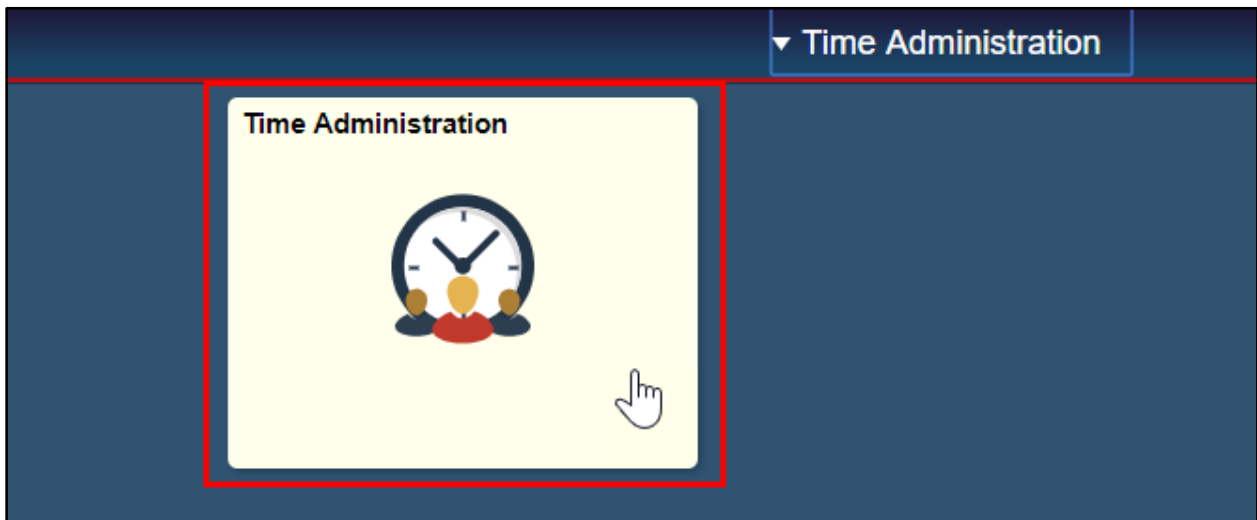# Modify an Absence/OT Request (Timekeeper)

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.

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/2018	08/07/2018	Sick Leave		8.00 Hours	Details	Approved	Approval Monitor	Manager Timesheet	☐

Reported Time Status | Summary | Absence/OT | Exceptions

Absence Events ⑦ Personalize | 🗗

Absence Take

Add Absence Event

9. Choose the **Details** hyperlink.

Reported Time Status | Summary | Absence/OT | Exceptions

Absence Events ⑦ Personalize | 🗗

Absence Take

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/20📅	08/07/20📅	Sick Leave ▼		8.00 Hours	Details	Approved	Approval Monitor	Manager Timesheet	☐

Add Absence Event

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

SS Create Absence Req ✕

Absence Event Details

Kylie Dominguez
Building Manager

▼ Instructions

Enter Start Date, End Date, and Absence Name. Then complete the rest of the required fields before returning to the Timesheet page.

Absence Detail ⑦

*Start Date	08/06/2018 📅	View Monthly Calendar
End Date	08/07/2018 📅	
Filter by Type	All ▼	
*Absence Name	Sick Leave ▼	
Partial Days	All Days ▼	
All Days Hours	6.00	
Duration	12.00	Hours
	Calculate Duration	

Comments

Reporter Comments:

OK   Cancel

* Required Field

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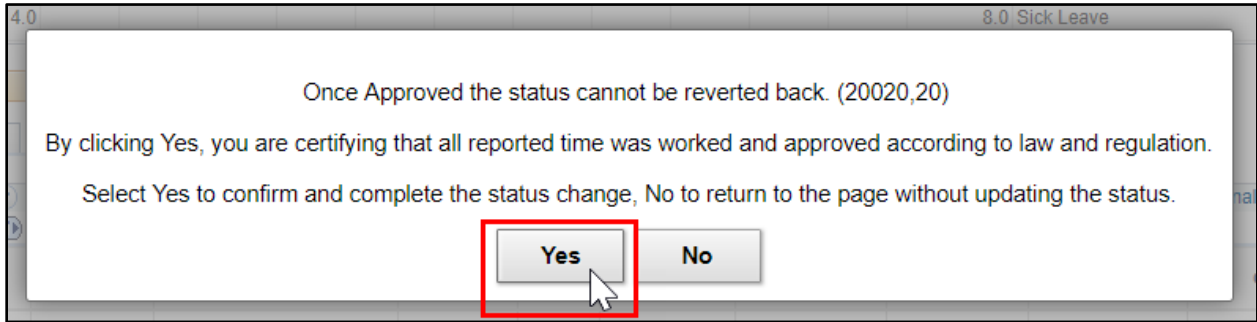
14. The amended content will appear as *Needs Approval* status.