



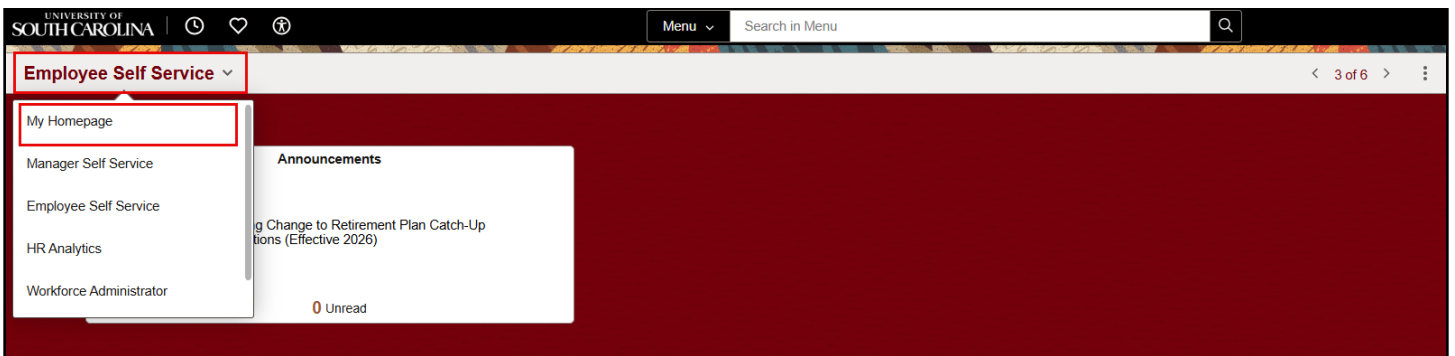
Absence Management Job Aids

TL/ABS: Cancel an Absence Request on Behalf of an Employee

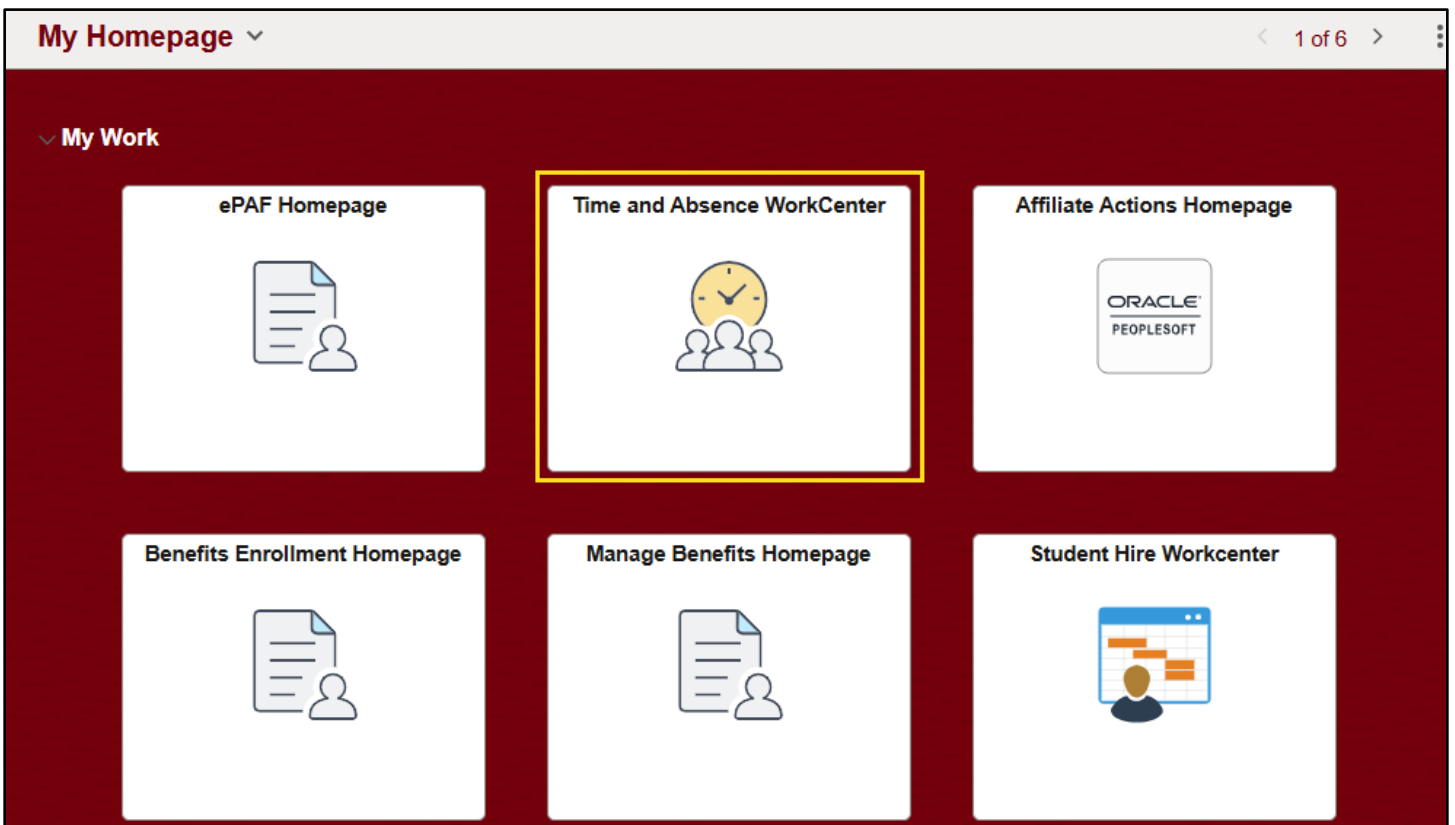
How to cancel an absence: This job aid outlines how a TL/ABS Approver can cancel an absence request on behalf of an employee. A TL/ABS approver has the ability to search for employees in their designated department(s) in the Time and Absence WorkCenter to include approving, canceling absences, reporting, and viewing activities.

Navigation: Employee Self Service > Time and Absence > Manage Absences

- 1) On the Employee Self Service landing page, click the Choose Other Homepages drop down arrow and select **My Homepage** tile.



- 2) Click the **Time and Absence WorkCenter** tile to request an absence.

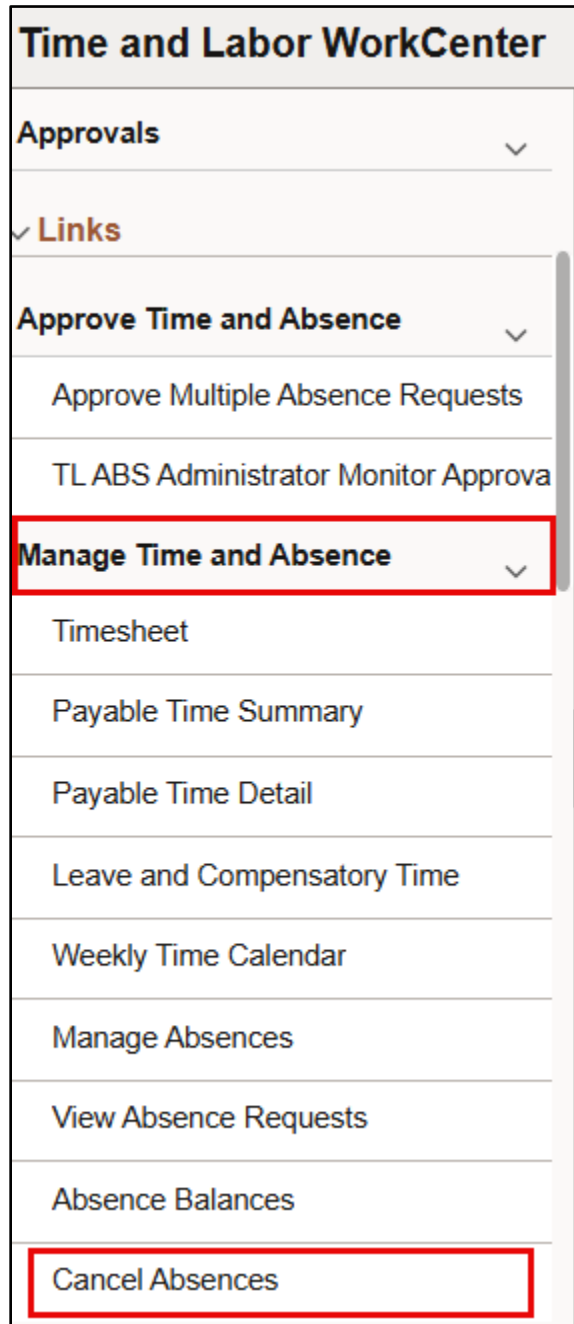


Time and Absence WorkCenter provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence WorkCenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

3) Click the **Manage Time and Absence** drop-down arrow.

4) Click **Cancel Absence** option from the drop down list.



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TL/ABS: Cancel an Absence on Behalf of Employee

- 5) Click in the **Empl ID** field and enter the USC ID for the employee you are canceling the absence for. If you don't know the employee's USC ID, click the magnifying glass to go to the search page. Select the employee from the list or search by name.
- 6) Click the **Search** button.
- 7) Click the **Employee** row. Here you will see a list of the employee's absence requests. An absence may need to be canceled due to changes in dates/hours or complete cancellation of the leave.

Cancel Absences

Approvals

Links

Approve Time and Absence

Approve Multiple Absence Requests

TL ABS Administrator Monitor Approva

Manage Time and Absence

Timesheet

Payable Time Summary

Payable Time Detail

Leave and Compensatory Time

Empl ID

Search Clear

Select Employees

1 row

	HR Generalist	Active		
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NOTE: Please ensure you have communicated with the employee regarding canceling this leave request.

- 8) Click the absence request you would like to cancel.

View Requests 3 rows

Sick Leave Approved Manager Absence Request	3 Hours Not Processed	>
Sick Leave Approved Manager Absence Request	7.5 Hours Not Processed	>
Annual Leave Submitted	03/24/2026 7.5 Hours Not Processed	>

(Continued on next page)

9) Click the **Cancel Absence** button.

Time and Labor WorkCenter

| 0 | Active
FTE | | 620130-HR OPERATIONS AND SERVICES ADM
[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Start Date	03/24/2026	End Date	03/24/2026
Absence Name	Annual Leave	Reason	Personal
Duration	7.50 Hours	Status	Submitted

Comments Add additional info here.

10) Click **Yes** to confirm that you are sure you want to cancel the absence request. The message at the top confirms the cancel request was successful and status is now canceled.

Are you sure you want to Cancel this Absence Request?

Yes No

Time and Labor WorkCenter

| 0 | Active
FTE | | 620130-HR OPERATIONS AND SERVICES ADM
[Return to Cancel Absences](#)

Absence Details

Start Date	03/24/2026	End Date	03/24/2026
Absence Name	Annual Leave	Reason	Personal
Duration	7.50 Hours	Status	Cancelled

Comments Add additional info here.

It is important to note that during the approval process the request is visible to the employee, manager, and the TL/ABS approver under **View Absence** requests. Once the cancellation is fully approved the absence request no longer appears in the 'view' since the hours were not taken.

You have successfully learned how to cancel an absence on behalf of an employee!