



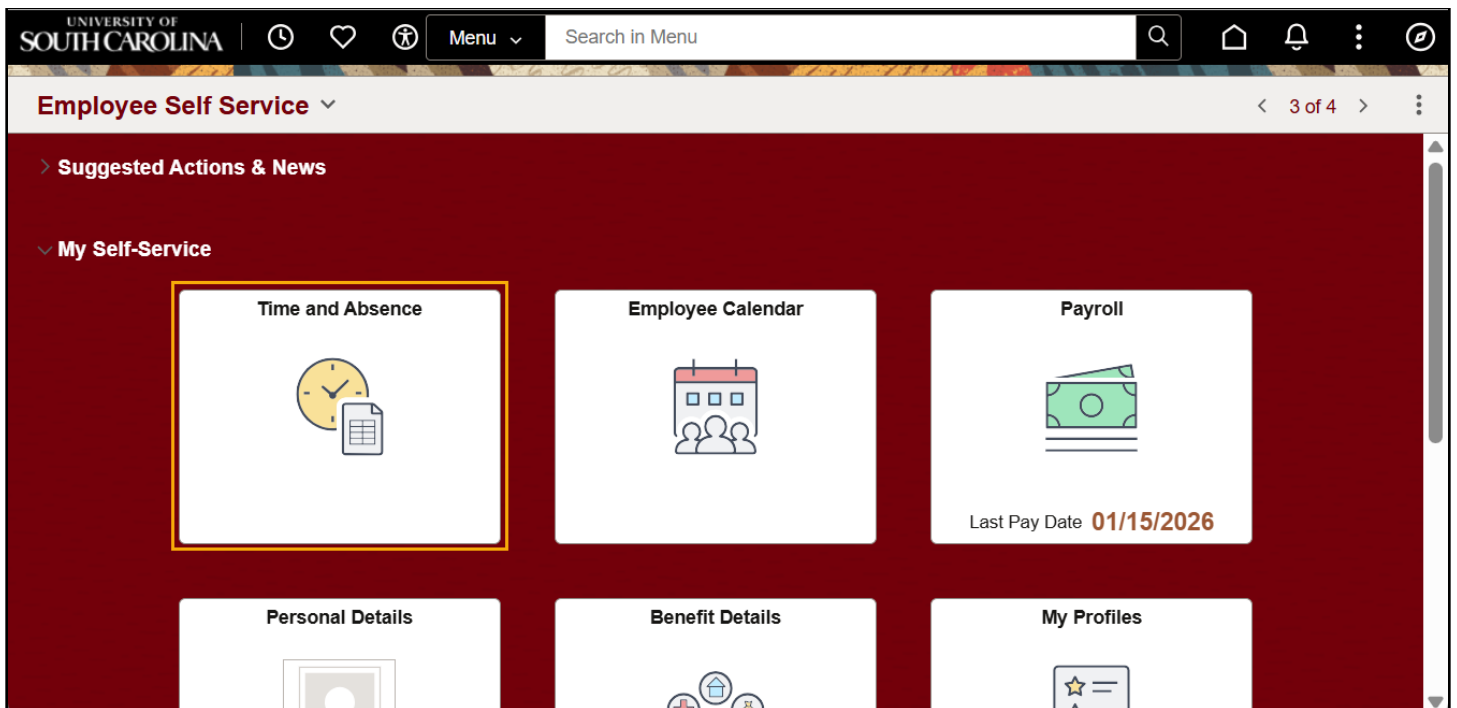
Absence Management Job Aids

Employee Self Service: Cancel an Absence Request

How to cancel an absence: This job aid outlines how an employee can cancel an absence request.

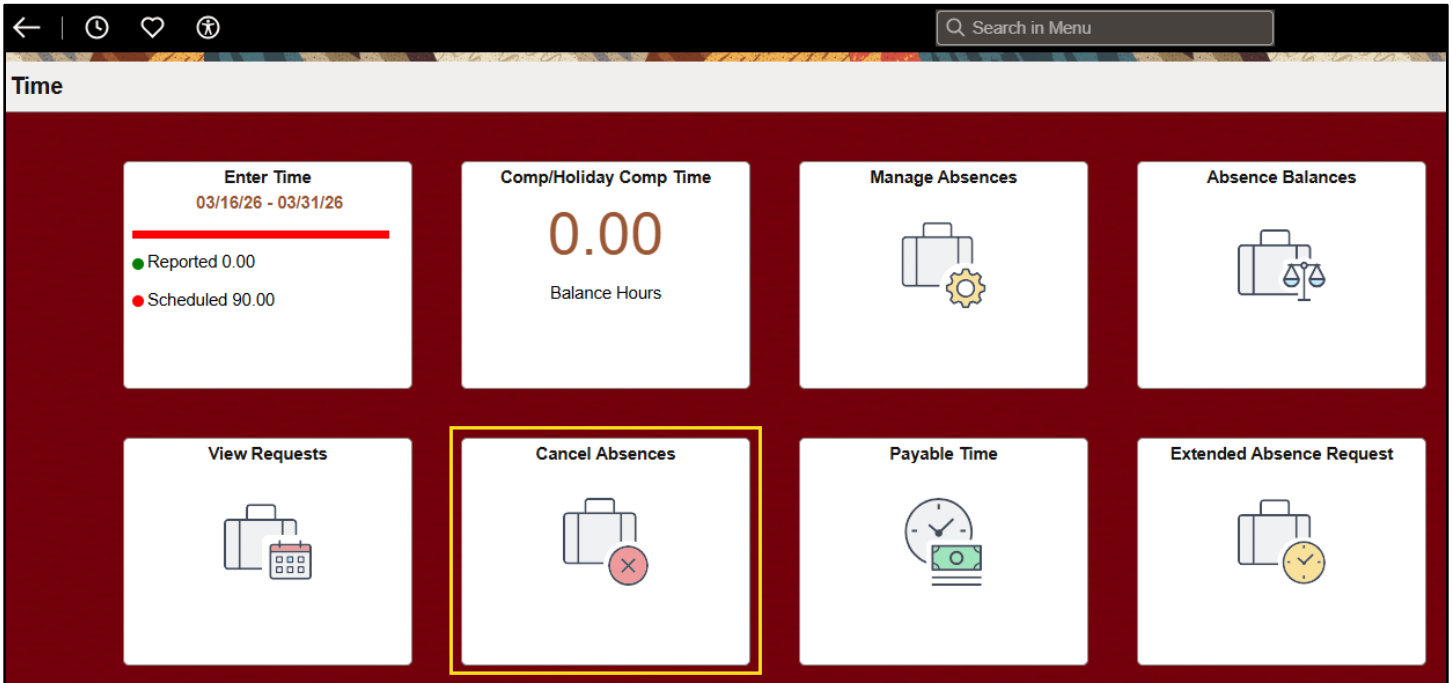
Navigation: Employee Self Service > Time and Absence Workcenter > Cancel Absences

1) On the Employee Self Service landing page, click the **Time and Absence** tile.



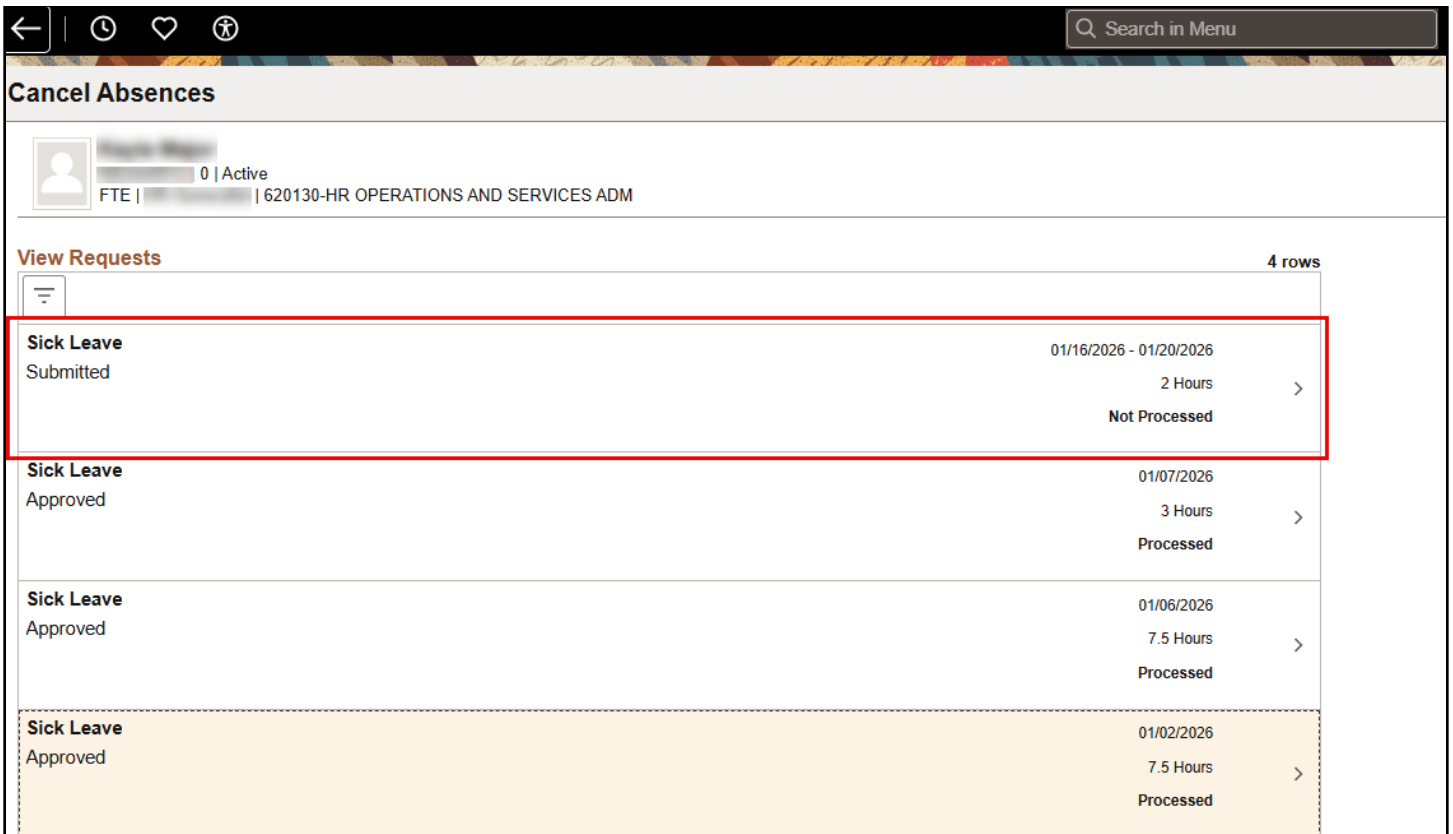
(Continued on next page)

2) Click the **Cancel Absences** tile to cancel an absence.



3) Click to select the absence request you would like to cancel.

NOTE: If the absence was already approved by your manager, your manager **MUST** approve the cancel absence request before the absence is canceled. If the absence was never approved by your manager (e.g., if was in a submitted status), your cancellation action automatically cancels the absence.



- 4) Review the **Absence Details** to make sure it's the request you would like to cancel.
- 5) Click in the **Comment** box to provide additional information.
- 6) Click the **Cancel Absence** button.

Cancel Absence

Return to Cancel Absences

Cancel Absence

Absence Details

Start Date	01/16/2026	End Date	01/20/2026
Absence Name	Sick Leave	Reason	Personal
Duration	2.00 Hours	Status	Submitted
Comments			

Attachments

You have not added any Attachments.

Add Attachment

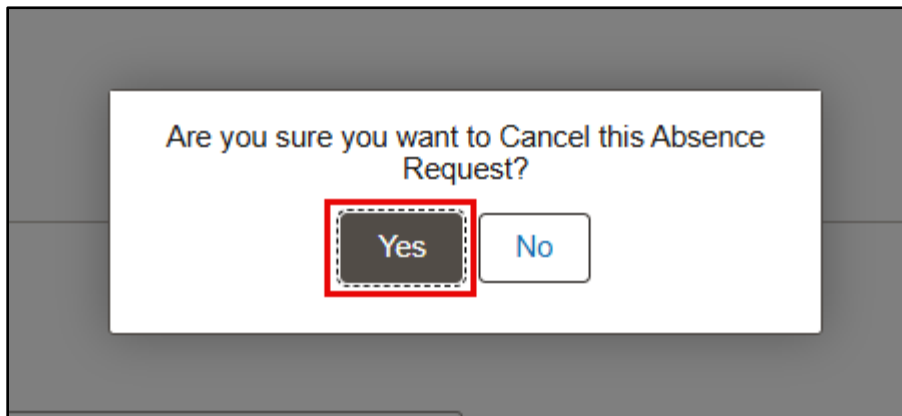
Comments: Add additional info here.

Processing Details

Status: Not Processed

Request History

- 7) Click the **Yes** button to confirm you would like to cancel.



NOTE: A brief message appears at the top of the page indicating the absence request has been canceled successfully and the status updates to Cancelled.

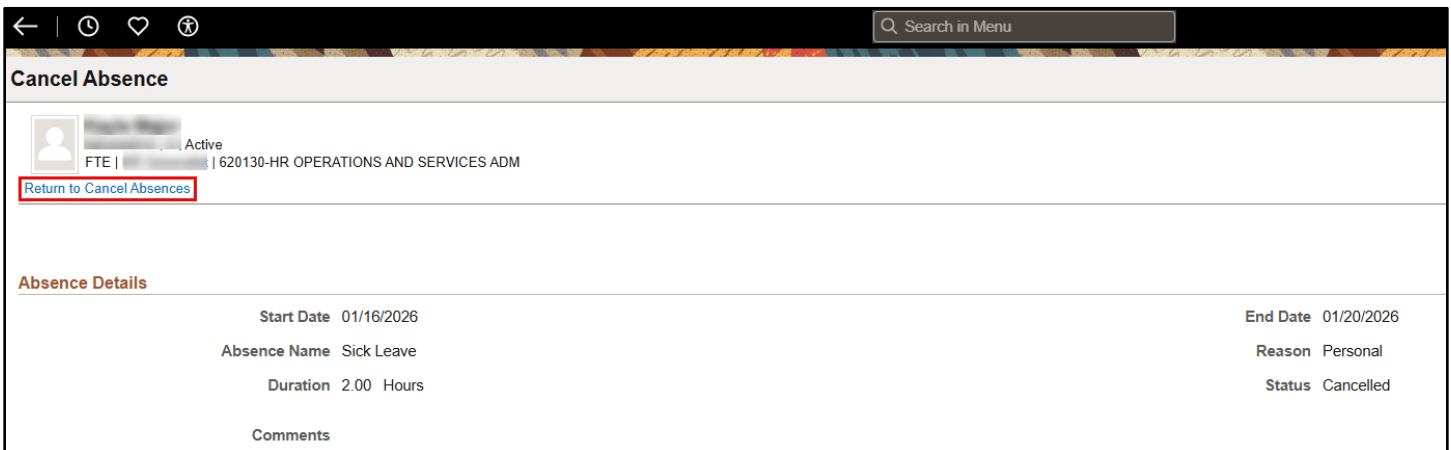
Cancel Absence

Return to Cancel Absences

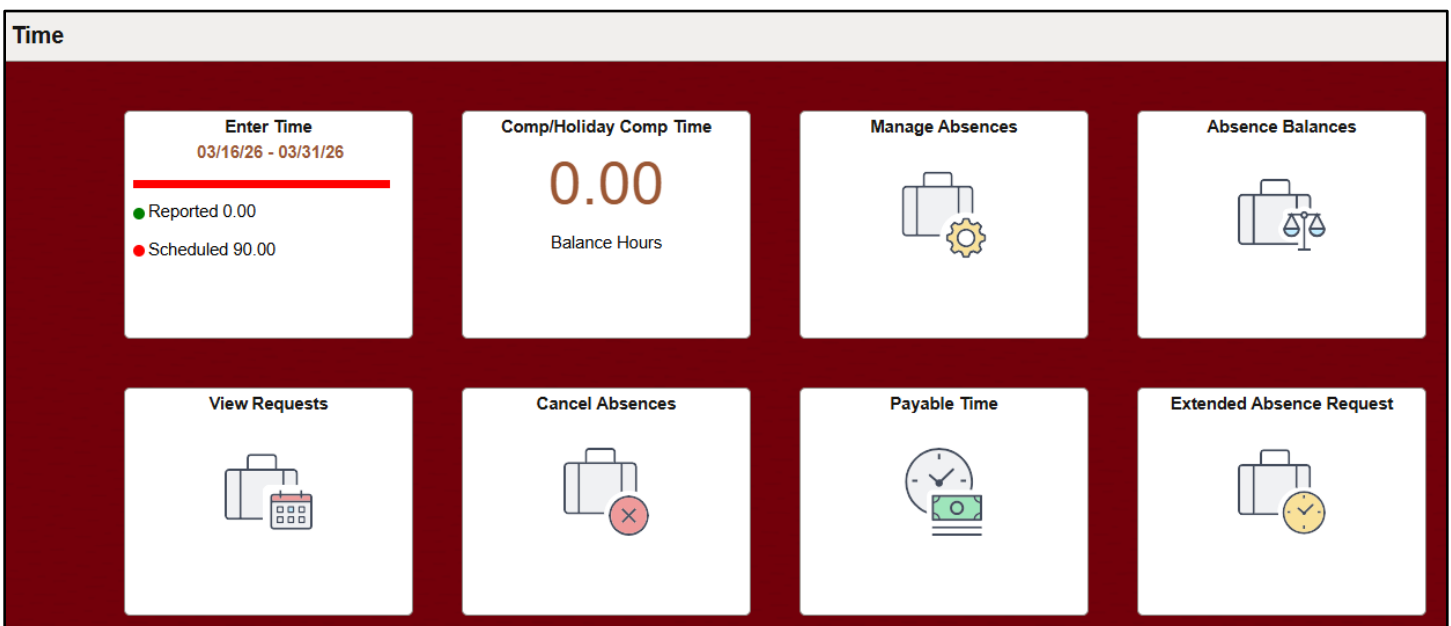
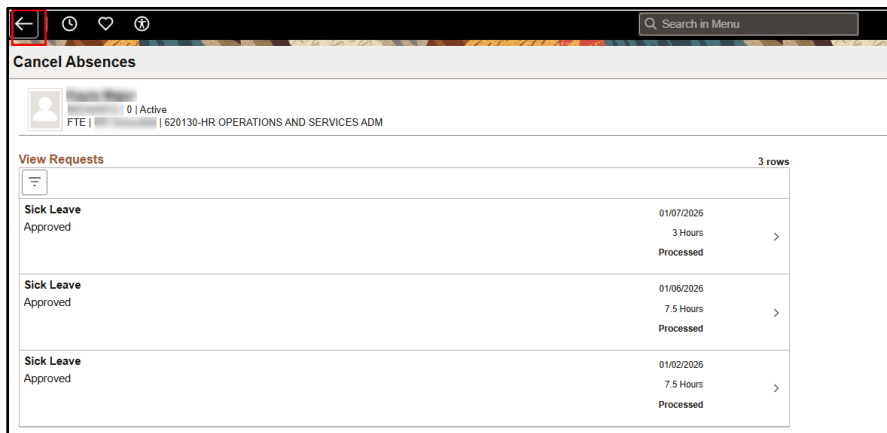
Absence Details

Start Date	01/16/2026	End Date	01/20/2026
Absence Name	Sick Leave	Reason	Personal
Duration	2.00 Hours	Status	Cancelled
Comments			

8) Click **Return to Cancel Absences** tab to return to the View Requests page.



9) Click the Arrow button in the top left to return to the Time and Absence tile where you can continue to enter time, request and/or view time and absence information.



You have successfully learned how to cancel an absence request!