



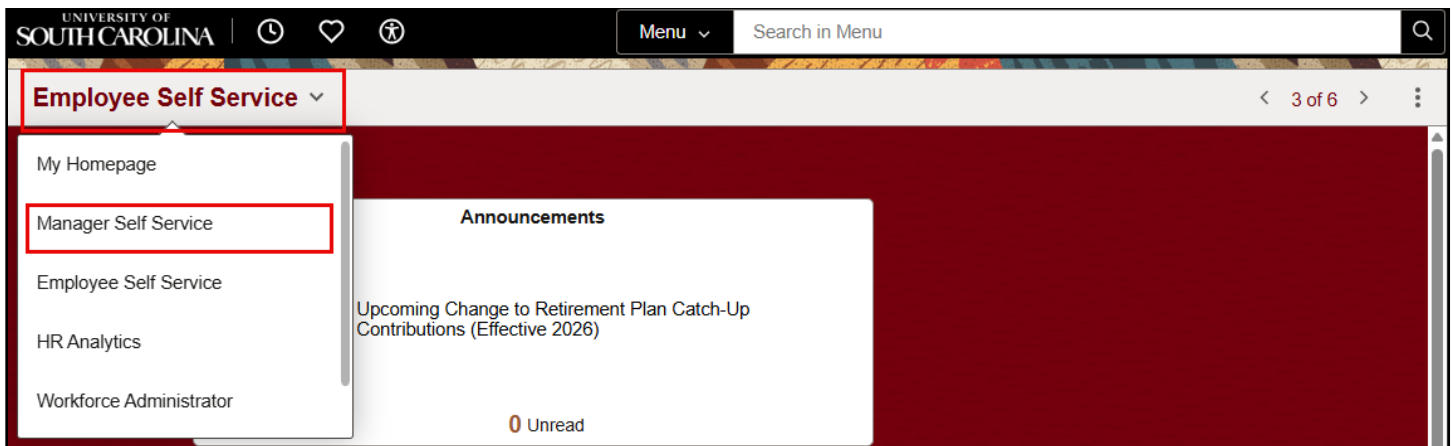
Absence Management Job Aids

Manager Self Service: Cancel an Absence Request on Behalf of an Employee

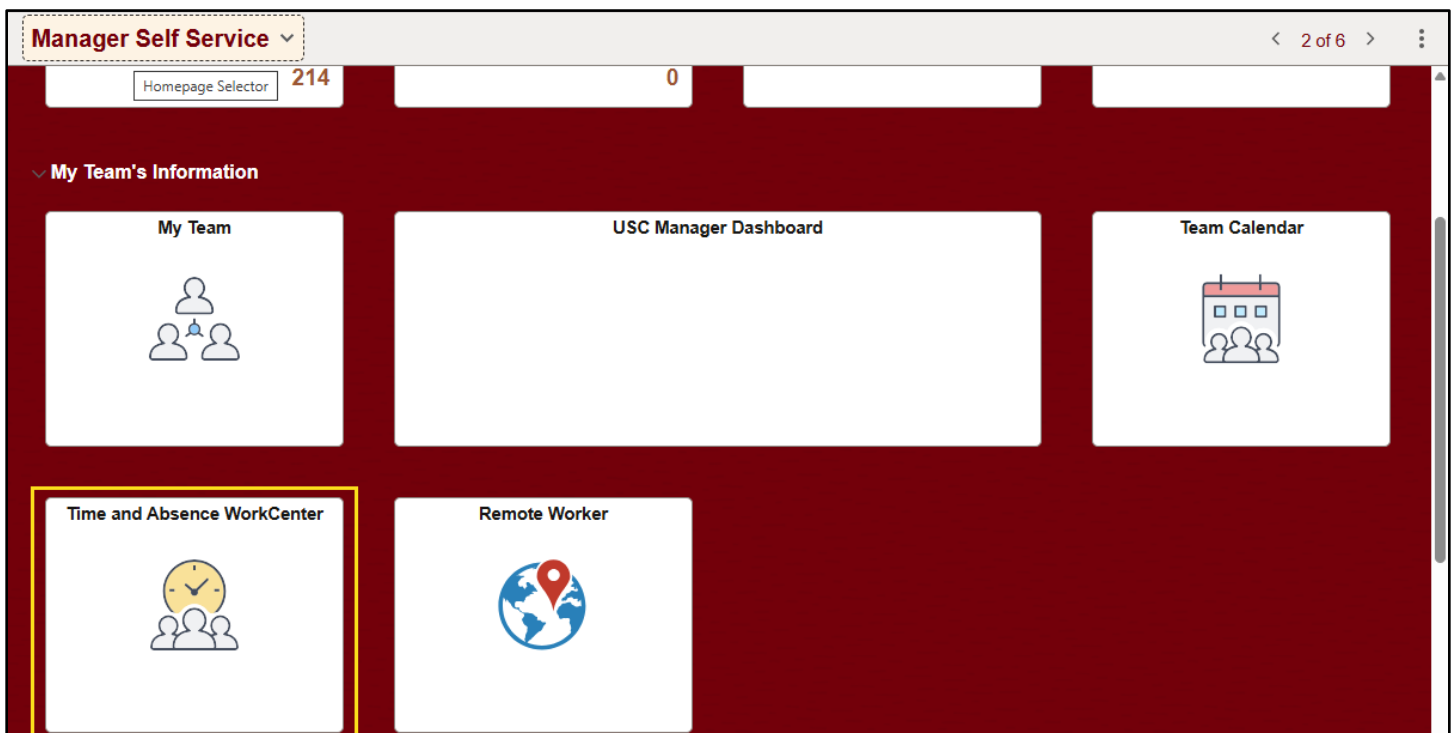
How to cancel an absence: This job aid outlines how a manager can cancel an absence request on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence WorkCenter to include approving, canceling absences, reporting, and viewing activities.

Navigation: Employee Self Service > Manager Self Service > Time and Absence WorkCenter

- 1) On the Employee Self Service landing page, click the Choose Other Homepages drop-down arrow and select **Manager Self Service** from the list.



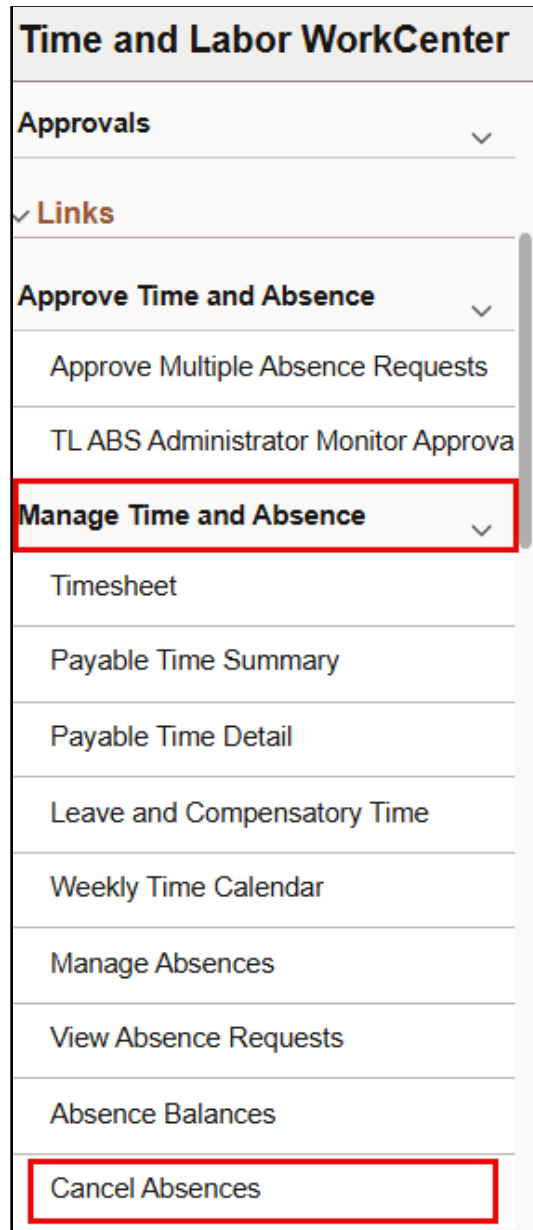
- 2) Click the **Time and Absence WorkCenter** tile.



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 the **Cancel Absences** option from the drop-down list.



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MSS: 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 cancelation 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

Empl ID

Search Clear

Select Employees 1 row

Job Title HR Generalist Status Active Position Type Employee

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


Annual Leave	Approved	04/03/2026	3 Hours	>
Annual Leave	Approved	04/02/2026	7.5 Hours	>
Sick Leave	Approved	03/27/2026	7.5 Hours	>

Manager Absence Request

Not Processed

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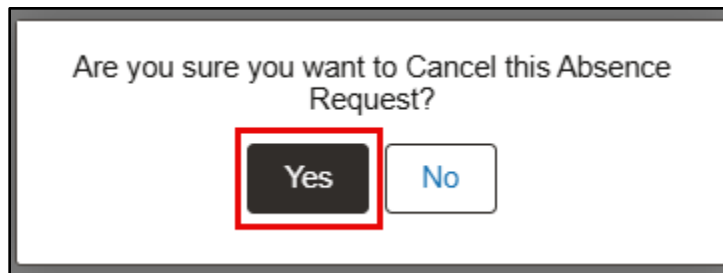
9) Click the **Cancel Absence** button.



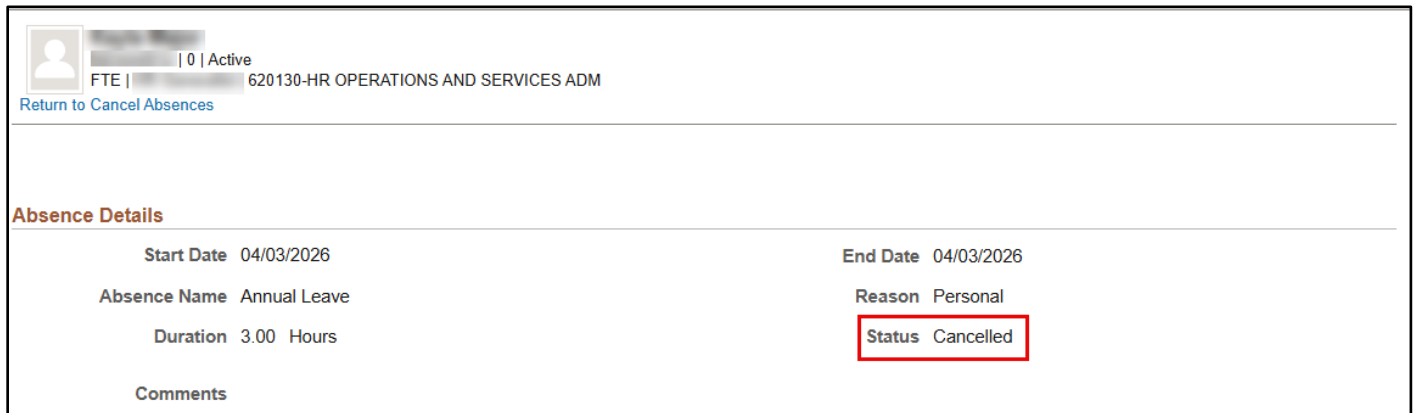
The screenshot shows the 'Absence Details' section of a system. At the top right, there is a red button labeled 'Cancel Absence'. Below this, the 'Absence Details' section is displayed with the following information:

Start Date	04/03/2026	End Date	04/03/2026
Absence Name	Annual Leave	Reason	Personal
Duration	3.00 Hours	Status	Approved
Comments			

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 at Canceled.



The dialog box contains the text: "Are you sure you want to Cancel this Absence Request?". Below the text are two buttons: "Yes" (highlighted with a red box) and "No".



The screenshot shows the 'Absence Details' section after cancellation. At the top left, there is a user profile icon and the text "FTE | 0 | Active" and "620130-HR OPERATIONS AND SERVICES ADM". Below this is a link "Return to Cancel Absences". The 'Absence Details' section is displayed with the following information:

Start Date	04/03/2026	End Date	04/03/2026
Absence Name	Annual Leave	Reason	Personal
Duration	3.00 Hours	Status	Canceled
Comments			

It is important to note that during the approval process the request is visible to the employee, manager, and 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!