

**University of South Carolina
Absence Management – TL/ABS Approver
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.

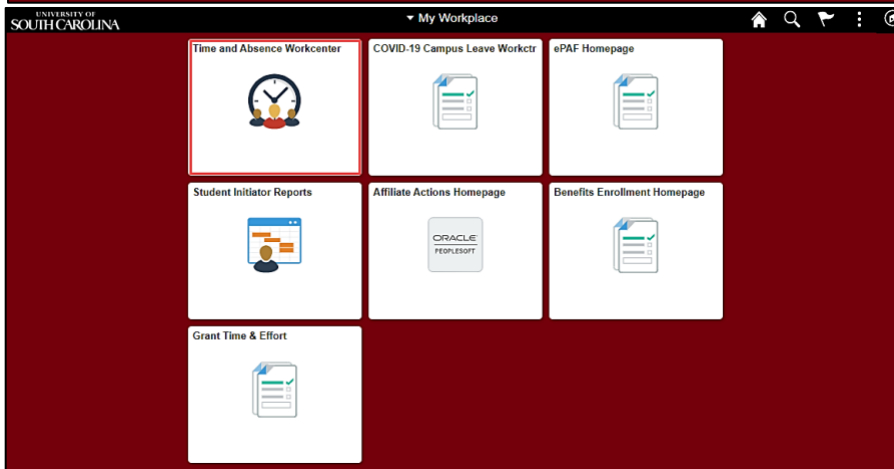
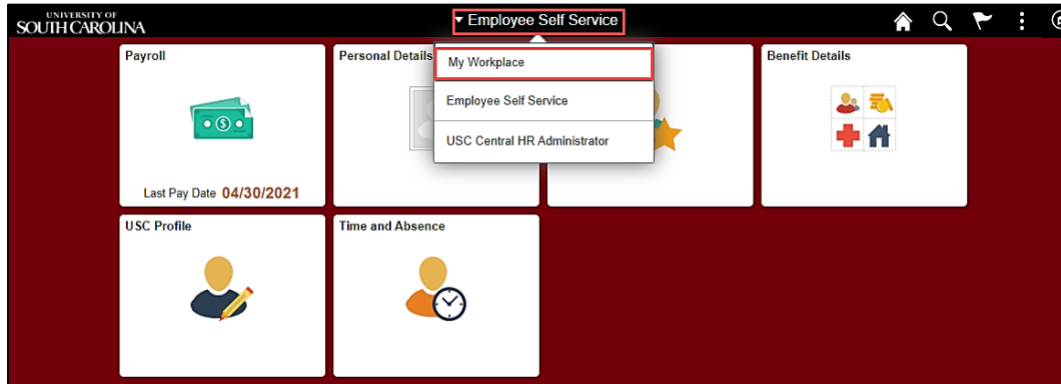
Navigation: Employee Self Service > My Workplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop down-arrow and select **My Workplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



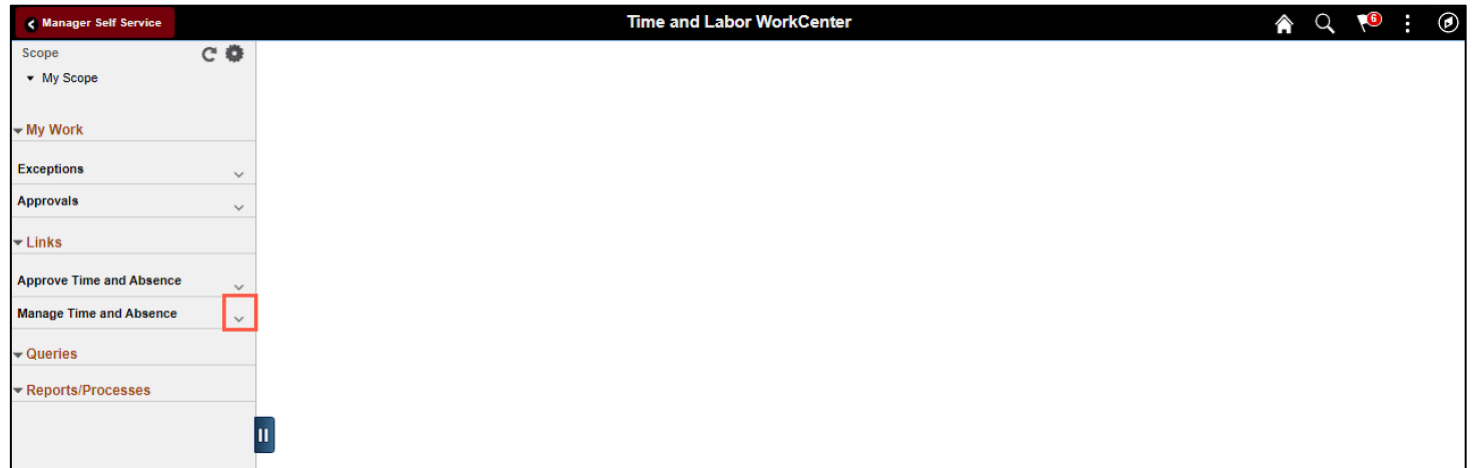
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Time and Absence Workcenter

provides a central area to access the most used time and absence related activities. It enables TL/ABS Approvers 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.

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



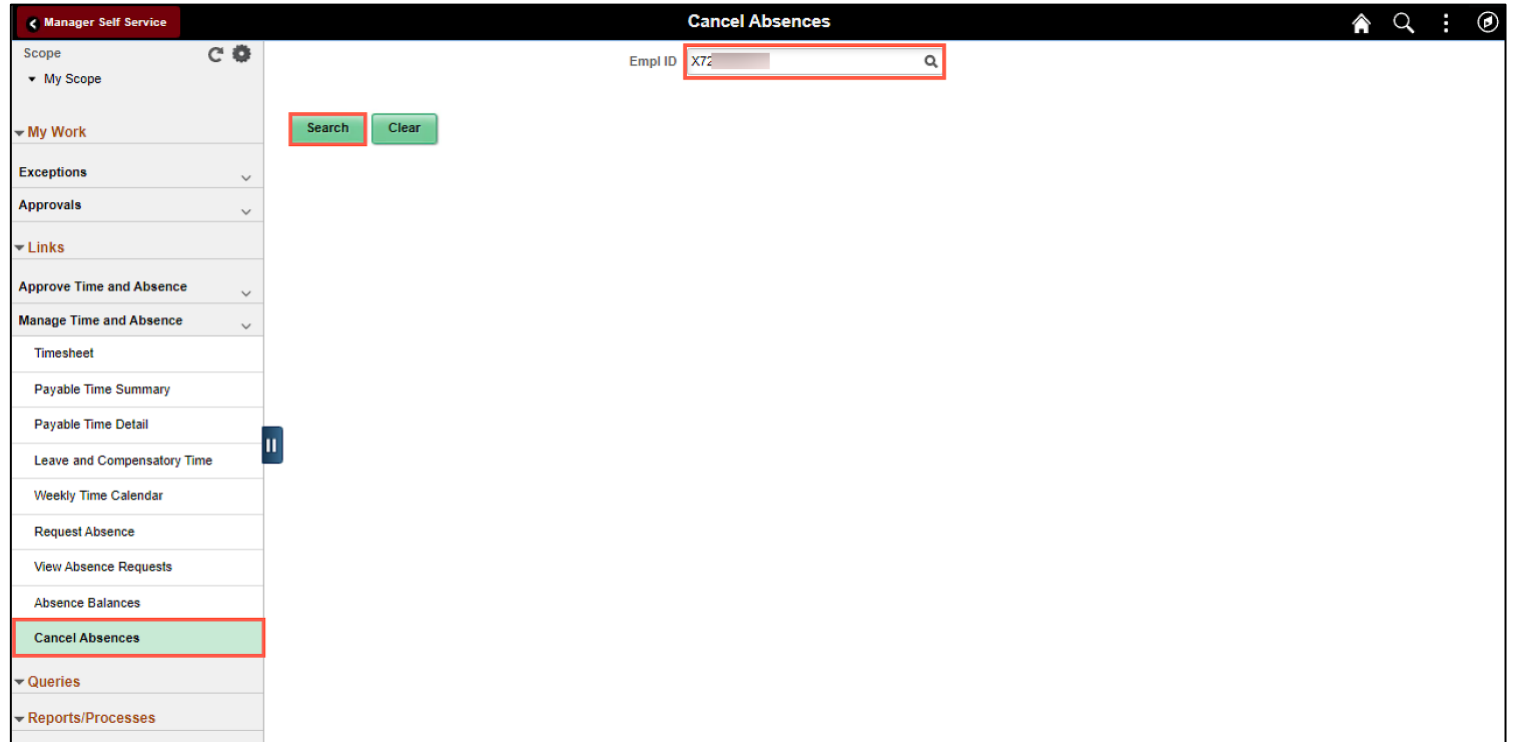
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Step 4: Click the **Cancel Absences** option from the drop-down list.

Step 5: Enter the employee’s EMPL ID (USCID) in the **EMPL ID** field.

If you don’t know the employee’s EMPL ID (USCID), click the magnifying glass to go to a search page. On that page select the employee from a list or search by name.

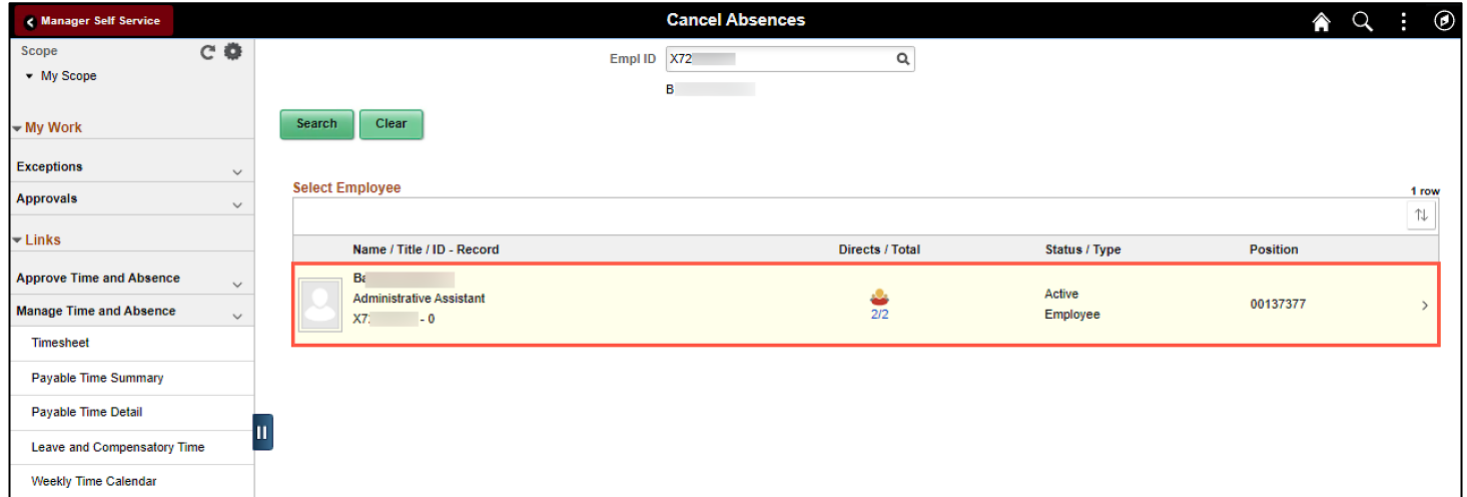
Step 6: Click the **Search** button.



The screenshot shows the 'Manager Self Service' interface for 'Cancel Absences'. On the left is a navigation menu with categories: Scope (My Scope), My Work, Exceptions, Approvals, Links (Approve Time and Absence, Manage Time and Absence, Timesheet, Payable Time Summary, Payable Time Detail, Leave and Compensatory Time, Weekly Time Calendar, Request Absence, View Absence Requests, Absence Balances, Cancel Absences), Queries, and Reports/Processes. The 'Cancel Absences' option is highlighted with a green background and a red border. The main content area has a header 'Cancel Absences' and a search bar labeled 'Empl ID' containing the text 'X72'. Below the search bar are 'Search' and 'Clear' buttons, both highlighted with red borders.

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Step 7: Click the **Employee** row.



Cancel Absences

Empl ID: X72

Search Clear

Select Employee

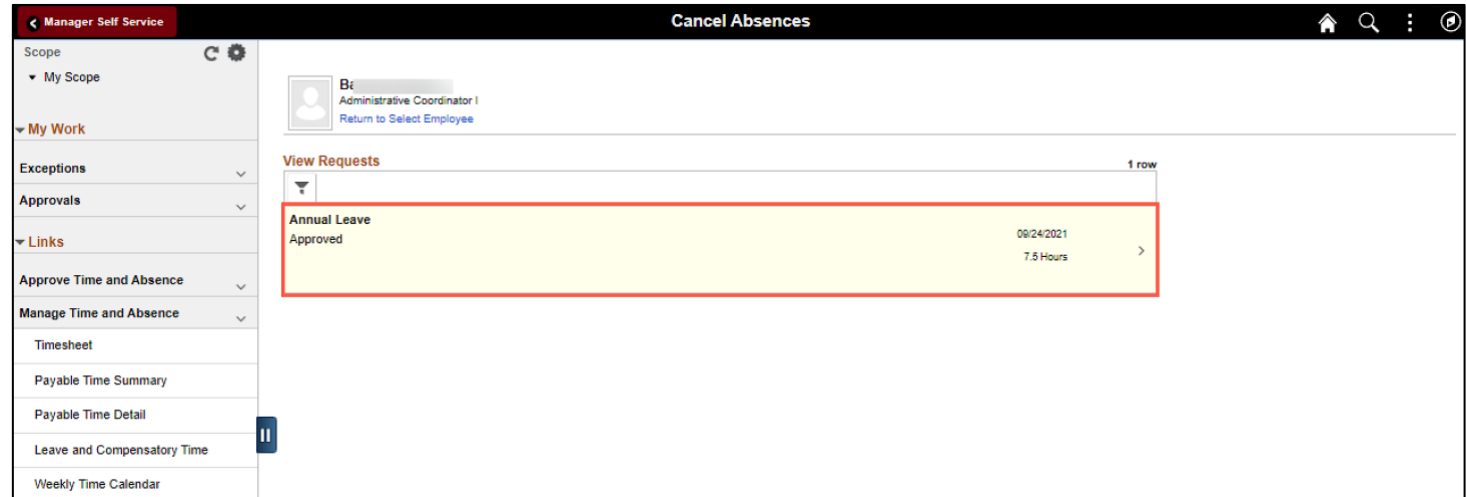
Name / Title / ID - Record	Directs / Total	Status / Type	Position
B: Administrative Assistant X7: - 0	2/2	Active Employee	00137377

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.

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

Step 8: Click the absence request you would like to cancel.



Cancel Absences

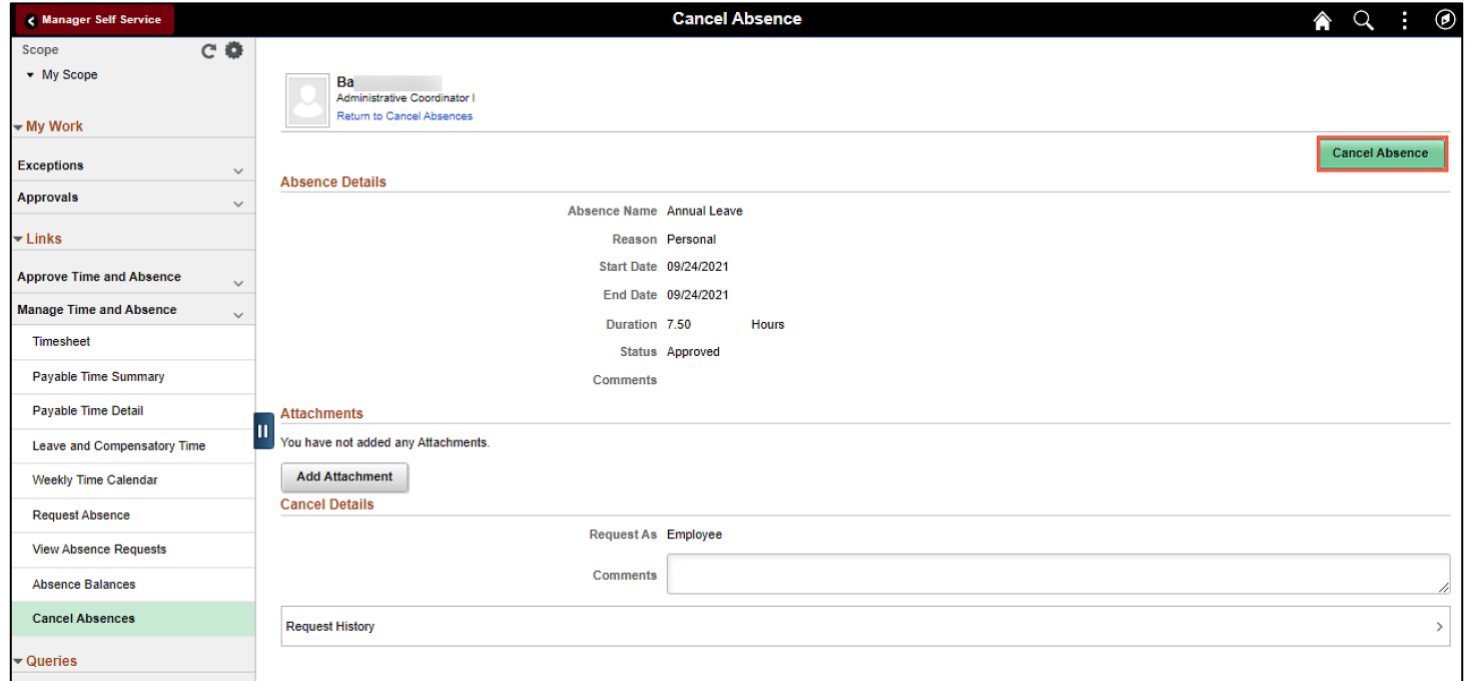
B: Administrative Coordinator I
Return to Select Employee

View Requests

Request Details	Date	Hours
Annual Leave Approved	09/24/2021	7.5 Hours

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Step 9: Click the **Cancel Absence** button.



Manager Self Service Cancel Absence

Scope ↻ ⚙️

- ▼ My Scope
- ▼ My Work
- Exceptions ▼
- Approvals ▼
- ▼ Links
- Approve Time and Absence ▼
- Manage Time and Absence ▼
- Timesheet
- Payable Time Summary
- Payable Time Detail
- Leave and Compensatory Time
- Weekly Time Calendar
- Request Absence
- View Absence Requests
- Absence Balances
- Cancel Absences**
- ▼ Queries

Ba
Administrative Coordinator I
[Return to Cancel Absences](#)

Cancel Absence

Absence Details

Absence Name	Annual Leave
Reason	Personal
Start Date	09/24/2021
End Date	09/24/2021
Duration	7.50 Hours
Status	Approved
Comments	

Attachments

You have not added any Attachments.

[Add Attachment](#)

Cancel Details

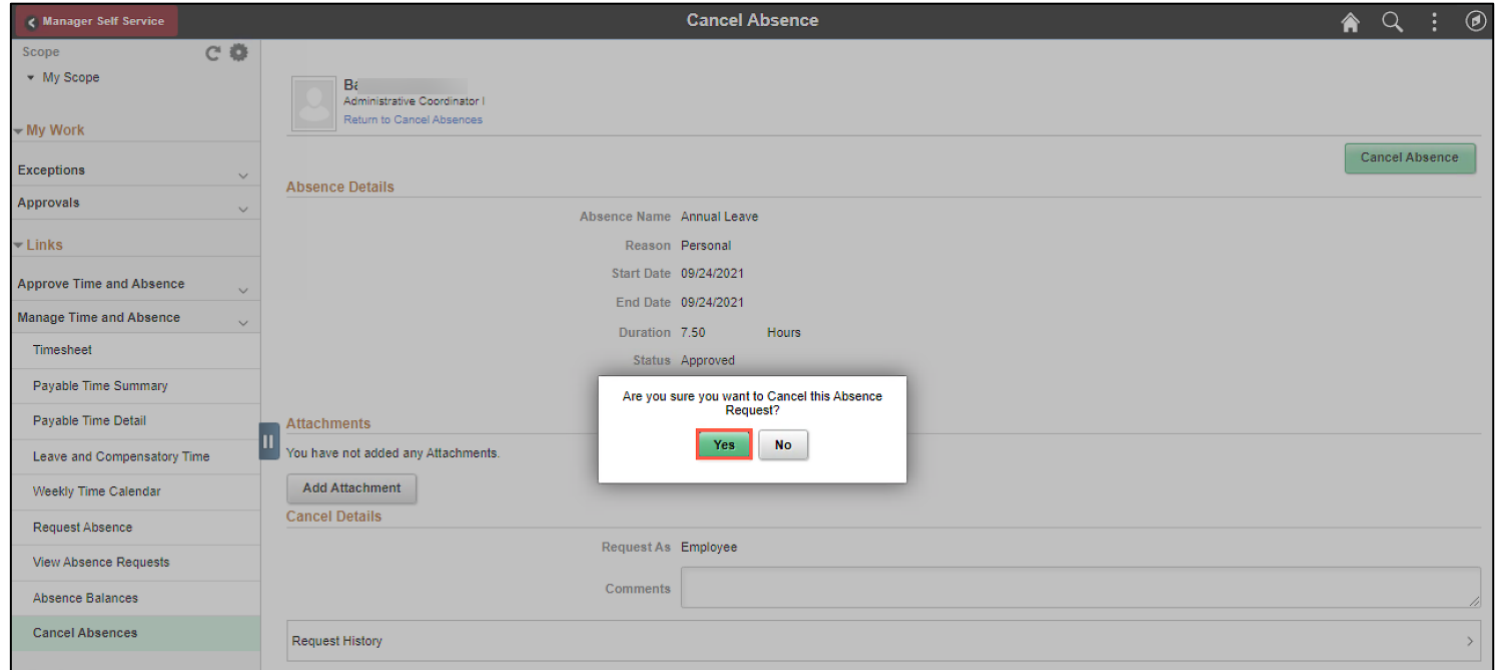
Request As Employee

Comments

Request History >

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Step 10: Click **Yes** to confirm that you are sure you want to cancel the absence request.



The screenshot shows the 'Manager Self Service' interface for 'Cancel Absence'. The user is logged in as 'Bé Administrative Coordinator I'. The interface displays the following details for the absence request:

Absence Details	
Absence Name	Annual Leave
Reason	Personal
Start Date	09/24/2021
End Date	09/24/2021
Duration	7.50 Hours
Status	Approved

A confirmation dialog box is displayed in the center of the screen with the text: "Are you sure you want to Cancel this Absence Request?". There are two buttons: "Yes" (highlighted with a red box) and "No".

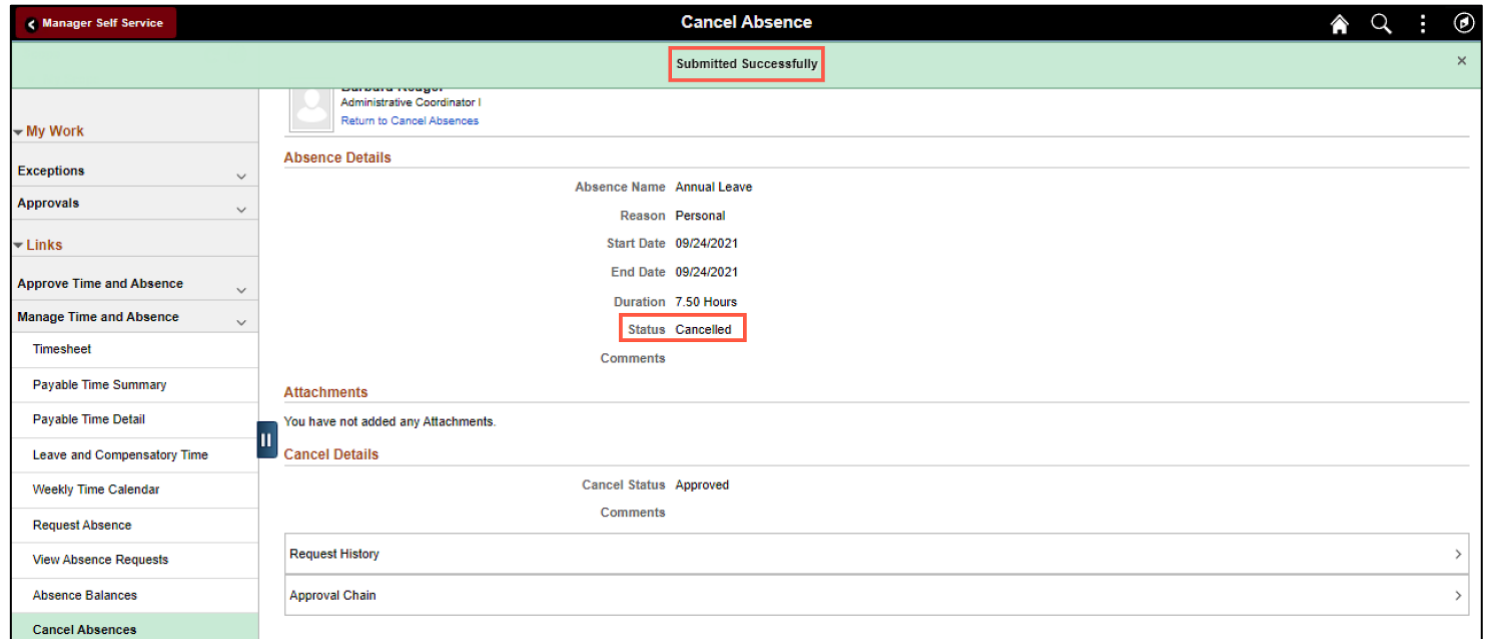
Other visible elements include a sidebar menu with options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', 'Approve Time and Absence', 'Manage Time and Absence', 'Timesheet', 'Payable Time Summary', 'Payable Time Detail', 'Leave and Compensatory Time', 'Weekly Time Calendar', 'Request Absence', 'View Absence Requests', 'Absence Balances', and 'Cancel Absences'. The 'Cancel Absences' option is currently selected. There is also an 'Add Attachment' button and a 'Request History' section at the bottom.

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The message at the top confirms the cancel request was successful and status is now at Canceled.

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.



Manager Self Service Cancel Absence

Submitted Successfully

Absence Details

Absence Name	Annual Leave
Reason	Personal
Start Date	09/24/2021
End Date	09/24/2021
Duration	7.50 Hours
Status	Cancelled
Comments	

Attachments
You have not added any Attachments.

Cancel Details

Cancel Status	Approved
Comments	

Request History >

Approval Chain >