**University of South Carolina**
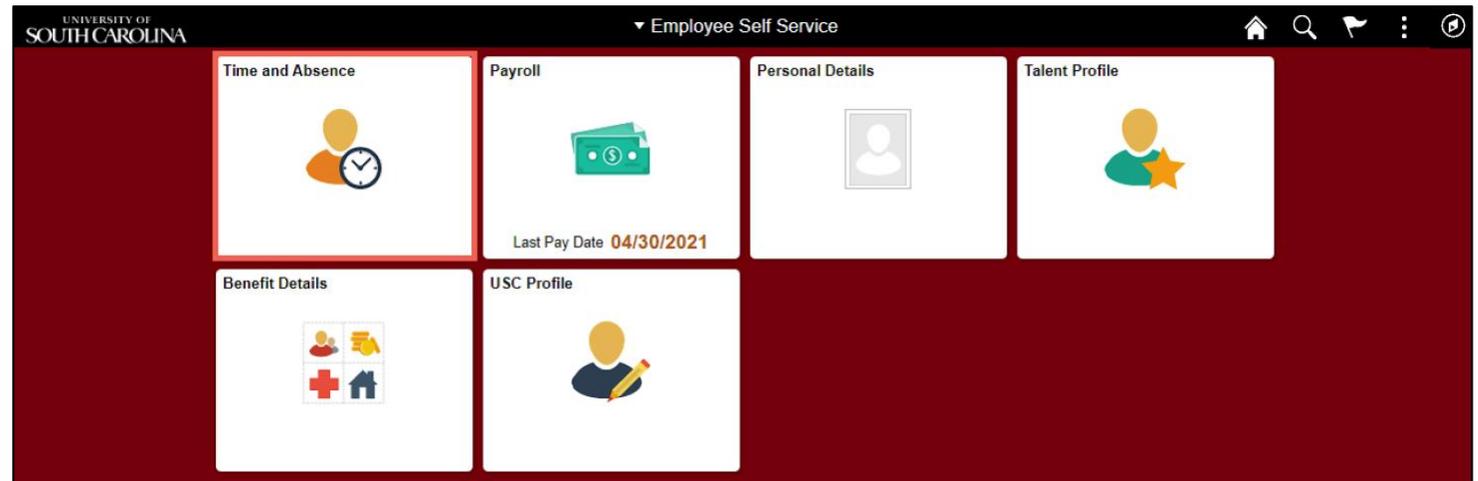**Absence Management - ESS**
**Cancel an Absence Request**

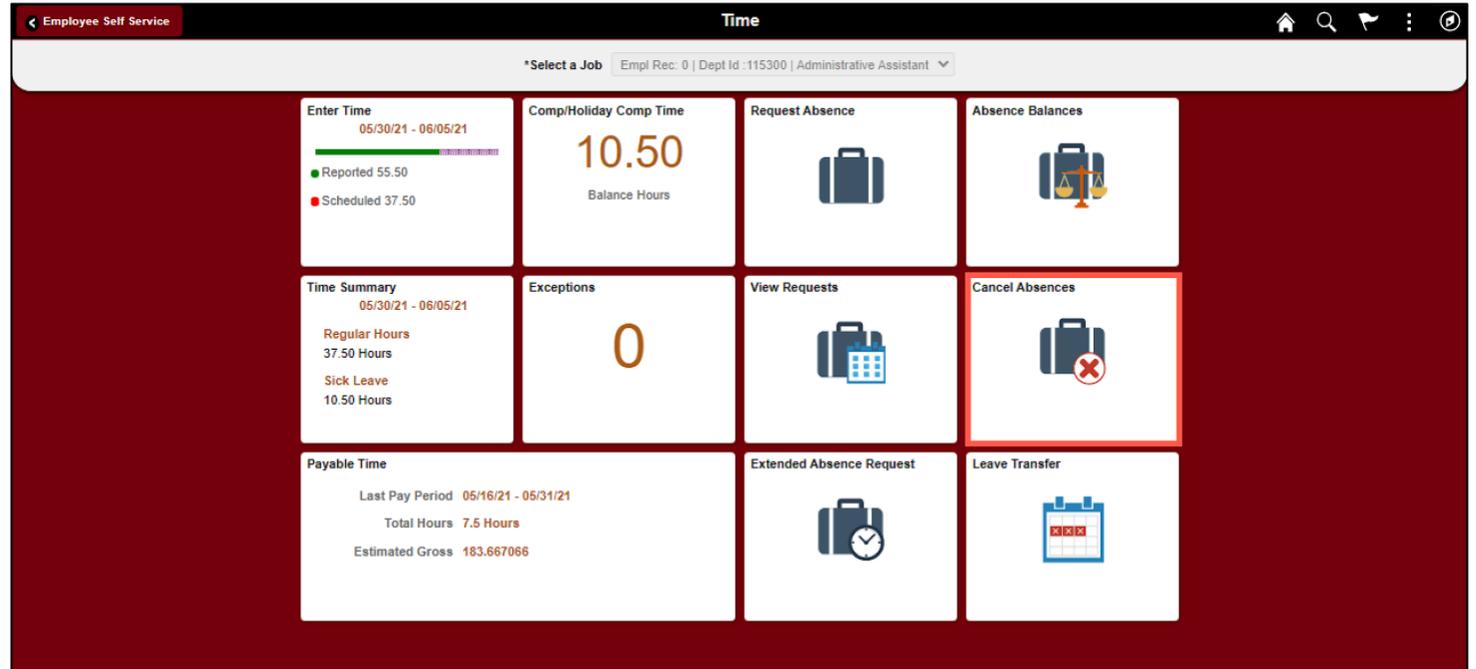| How to cancel an absence: |
|---|
| This job aid outlines how an employee can cancel an absence request. |
| **Navigation:** Employee Self Service > Time and Absence > Cancel Absences |

| Processing Steps | Screenshots |
|---|---|
| **Step 1:** On the Employee Self Service landing page, click the **Time and Absence** tile. |  |

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|---|---|
| **Step 2:** Click the Cancel **Absences** tile, to cancel an absence. |  |

**Step 3:** Click to select the absence request you would like to cancel.

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.
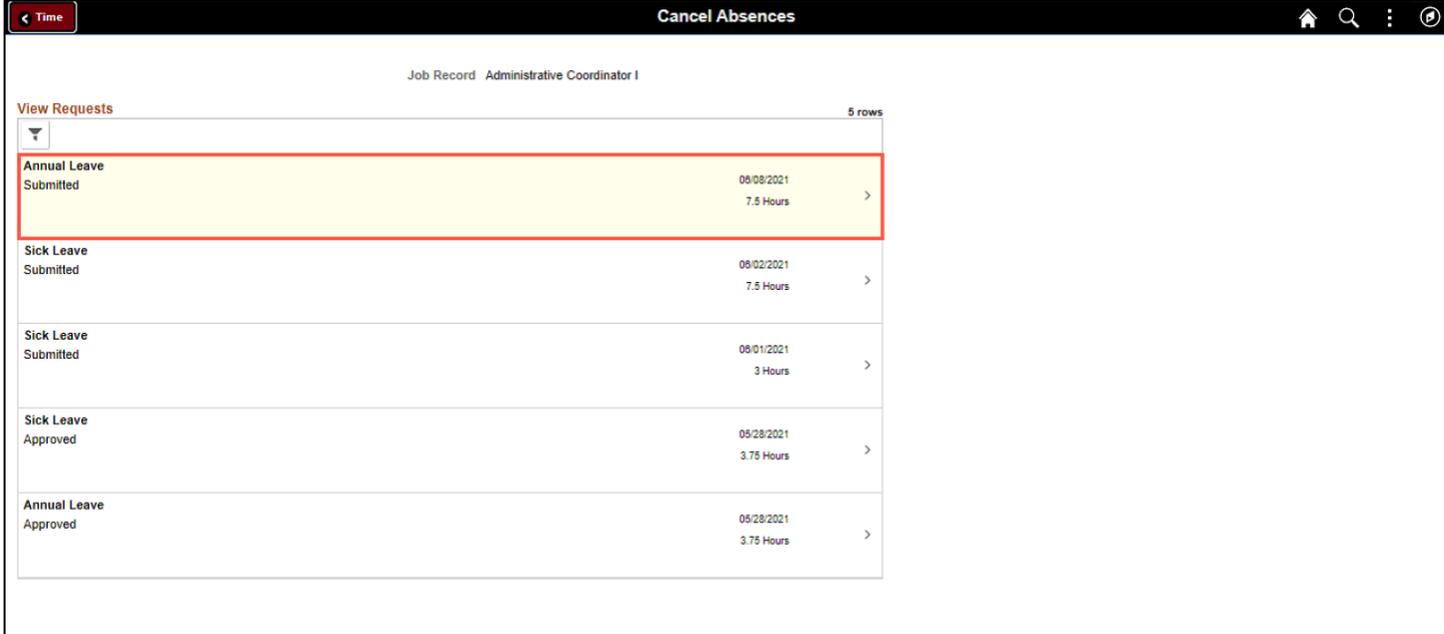
**Step 4:** Review the Absence Request details to make sure it's the request you would like to cancel.

**Step 5:** Click in the **Comment** box to provide additional information.

**Step 6:** Click the **Cancel Absence** button.
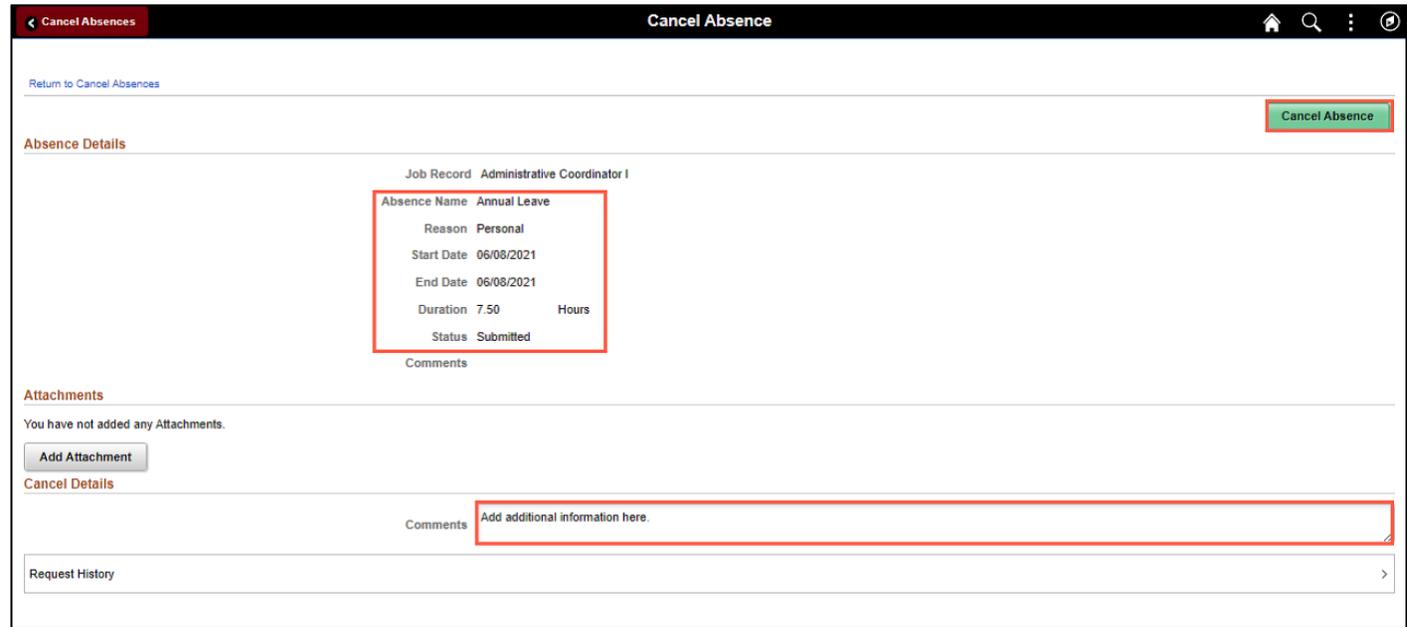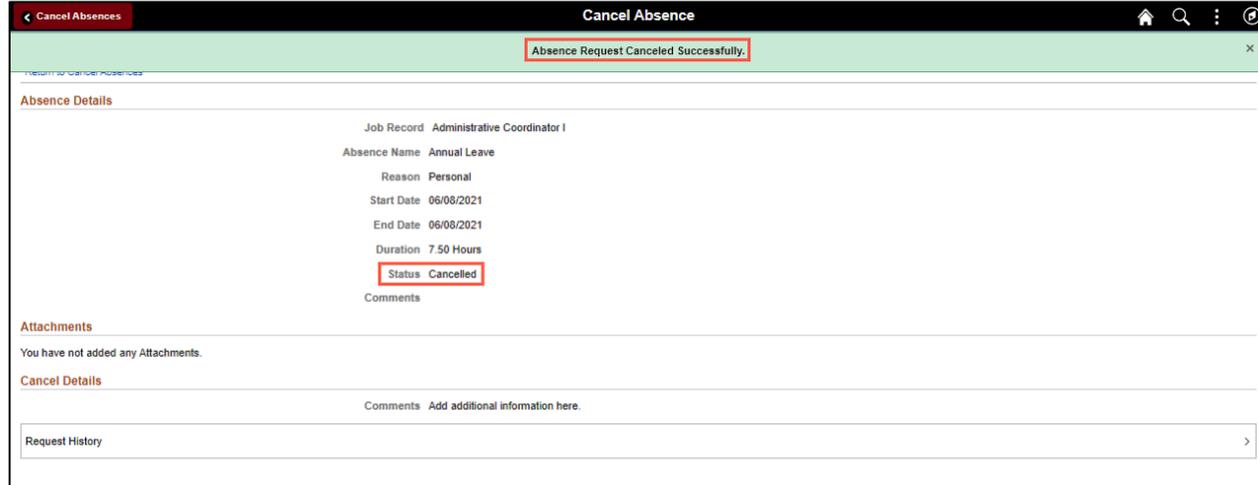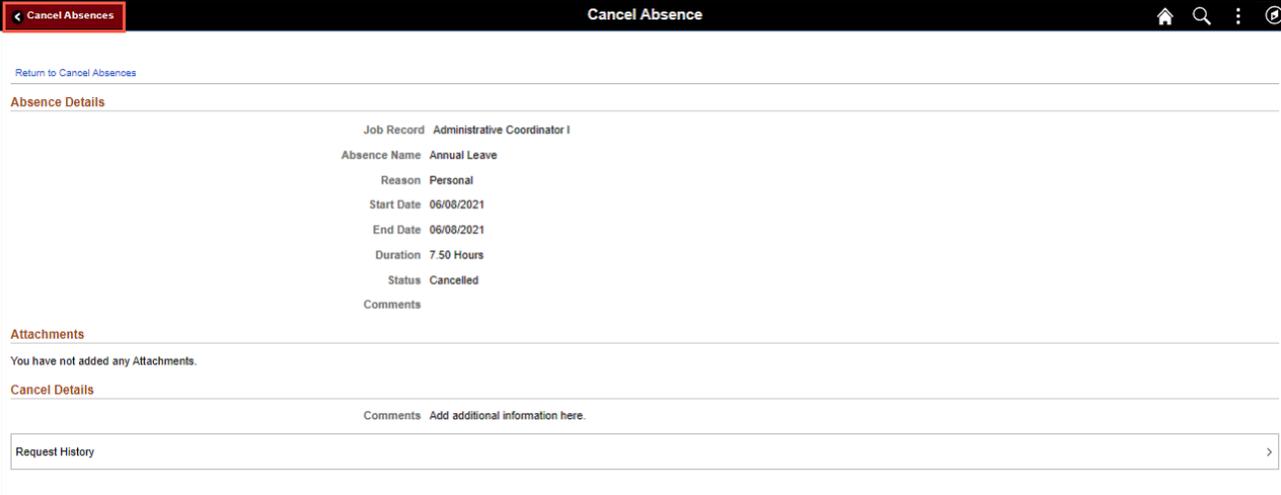
**Step 7:** Click the **Yes** button to confirm you would like to cancel.
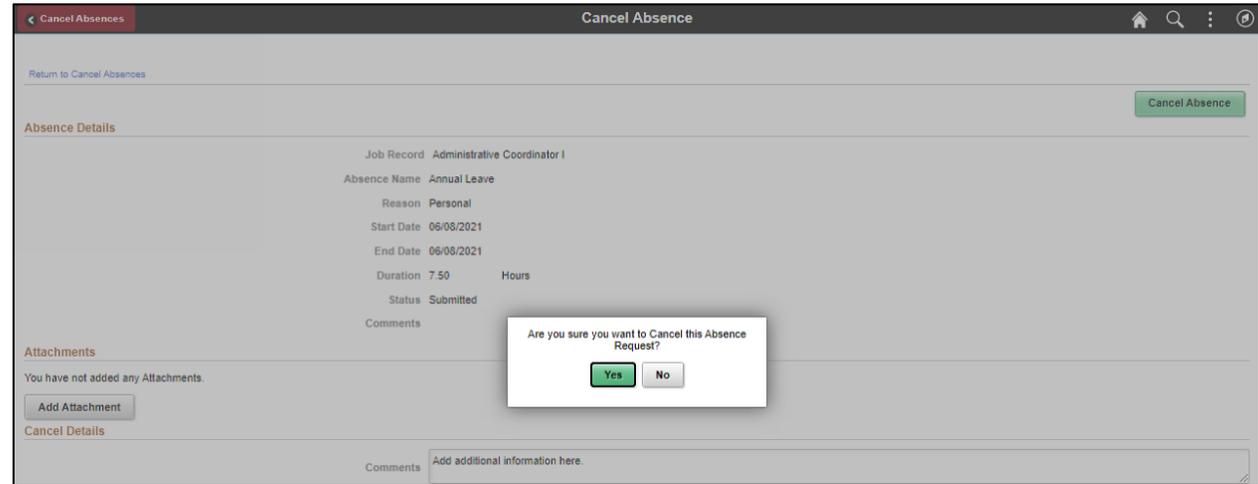


A message appears at the top of the page indicating the absence request has been canceled successfully and the status updates to **Canceled.**
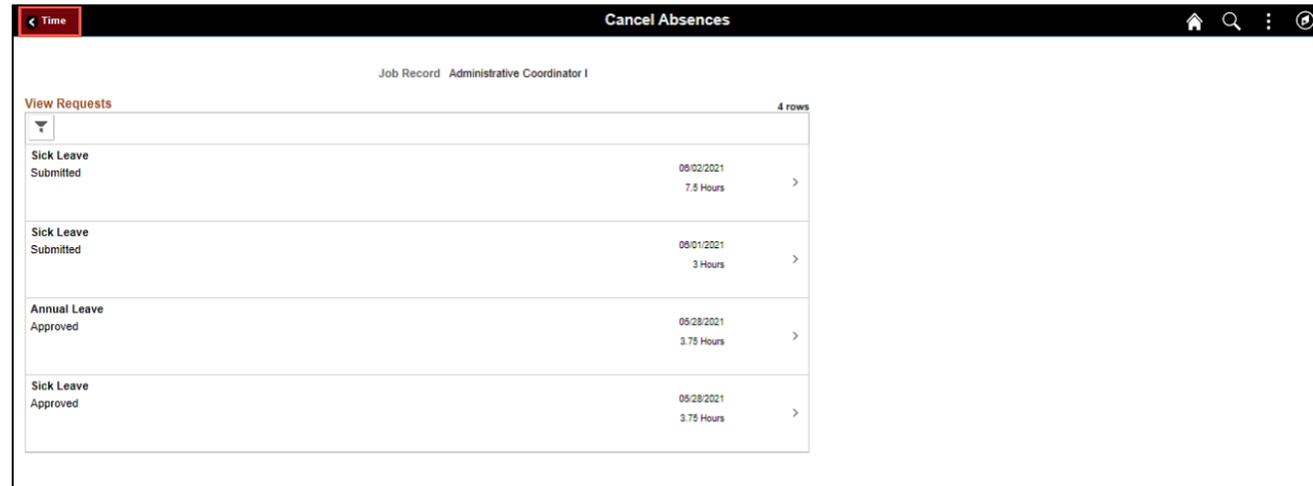
| | |
|---|---|
| **Step 8:** Click the **Cancel Absences** tab to the view requests page. |  |

**Step 9:** Click the **Time** tab to return to the Time Self Service page where you can continue to enter time, request and/or view time and absence information.

You successfully learned how to cancel an absence request.