University of South Carolina
Absence Management - MSS
Cancel an Absence Request on Behalf of an Employee

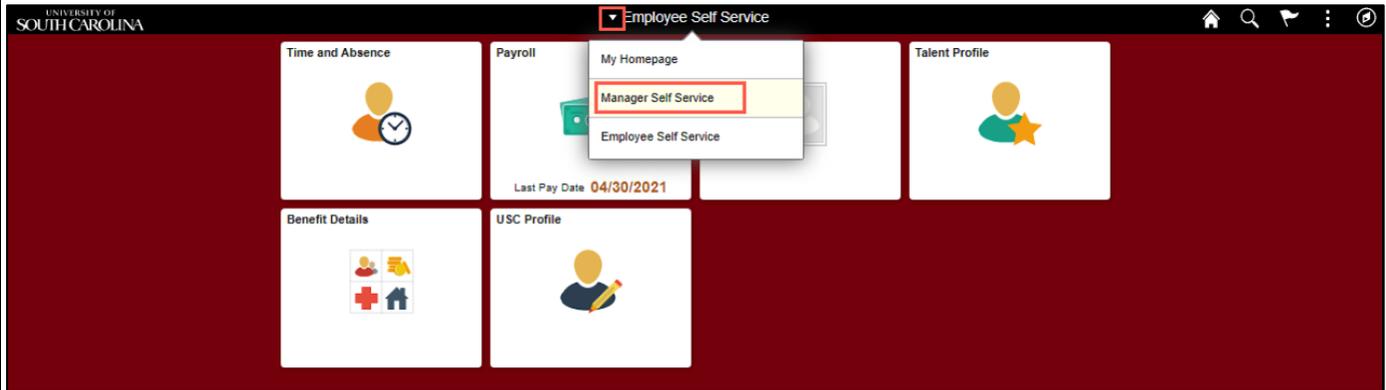| How to cancel an absence:	
This job aid outlines how a manager can cancel an absence request on behalf of an employee. A manager has the ability to search for direct and indirect employees in the Time and Absence Workcenter to include approving, canceling absences, reporting, and viewing activities.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

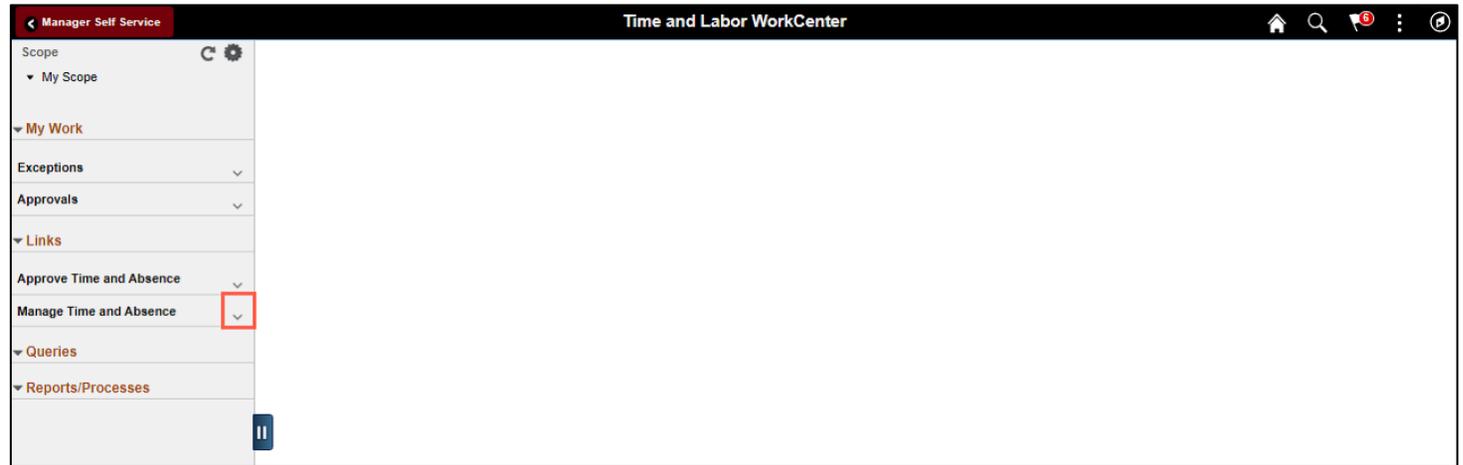| Processing Steps	Screenshots
Step 1: On the Employee Self Service landing page, click the **Choose Other Homepages** drop-down arrow and select **Manager Self Service** from the list.	
Step 2: Click the **Time and Absence Workcenter** tile.	

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.

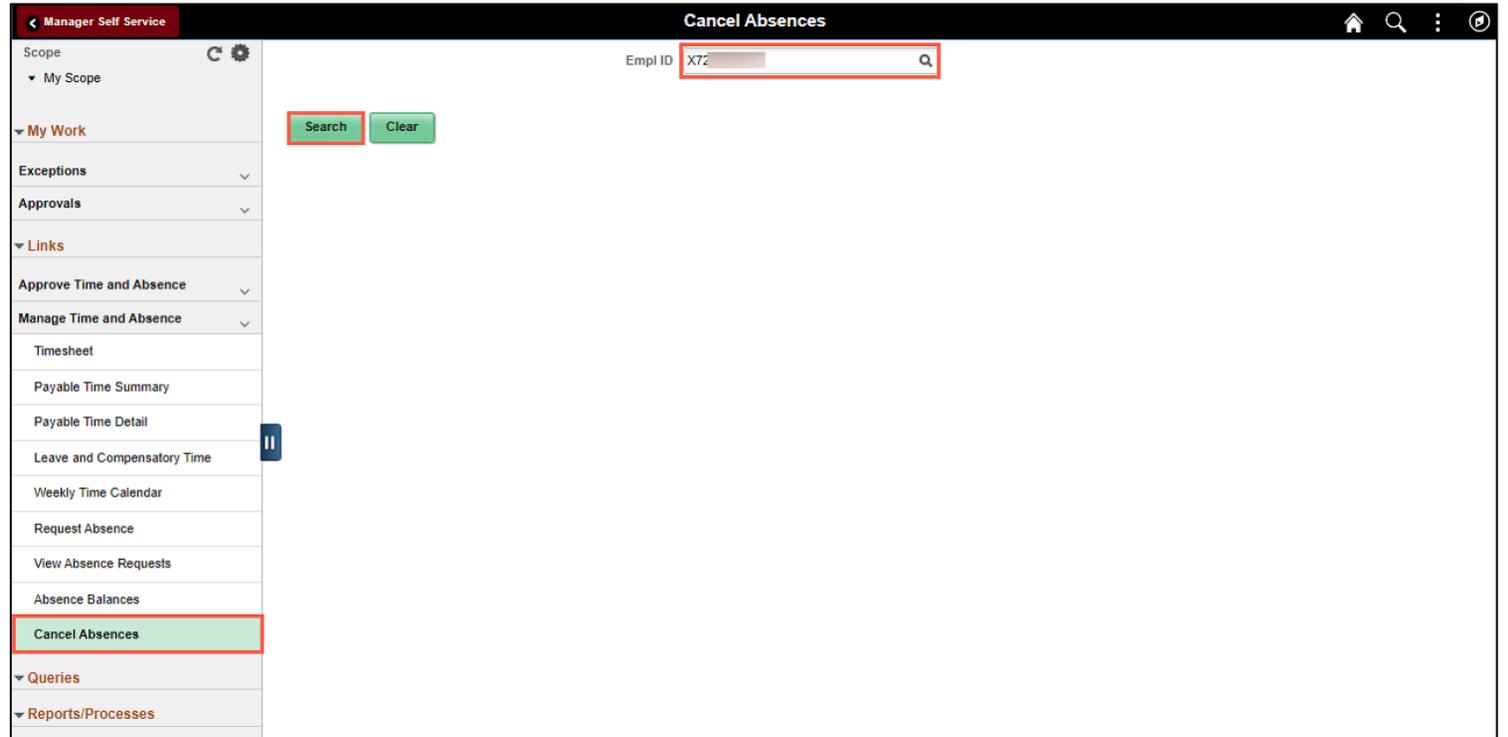**Step 3:** Click the **Manage Time and Absence** drop-down arrow.

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.

Step 7: Click the **Employee** row.
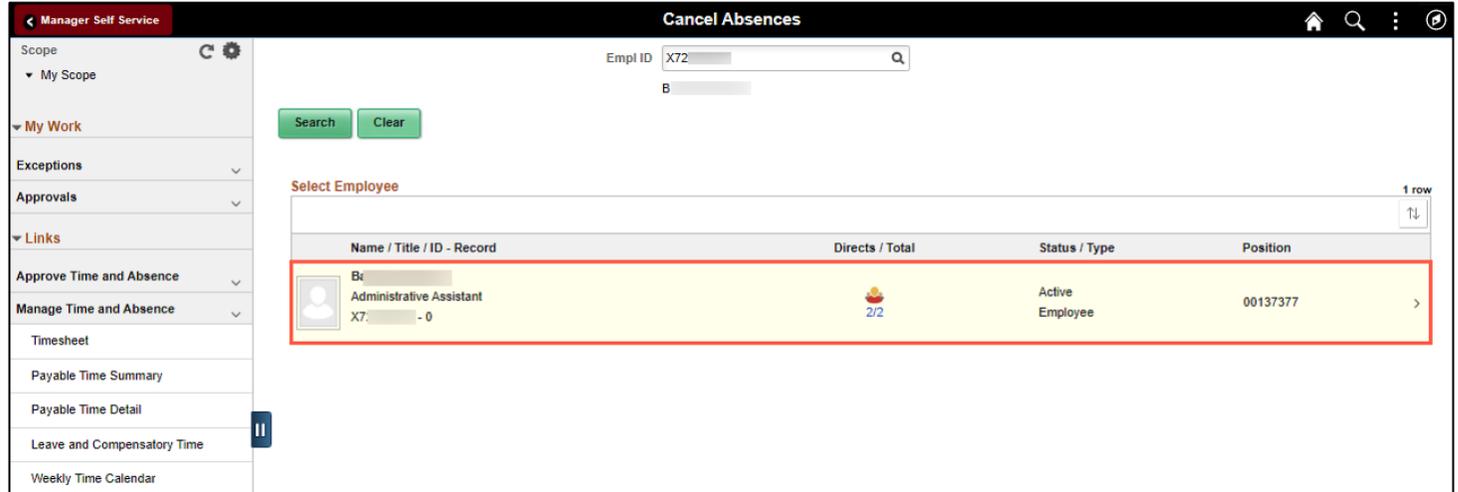
Here you will see a list of the employee's absence requests.

An absence may need to be canceled due to changes in dates/hours or complete cancelation of the leave.

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

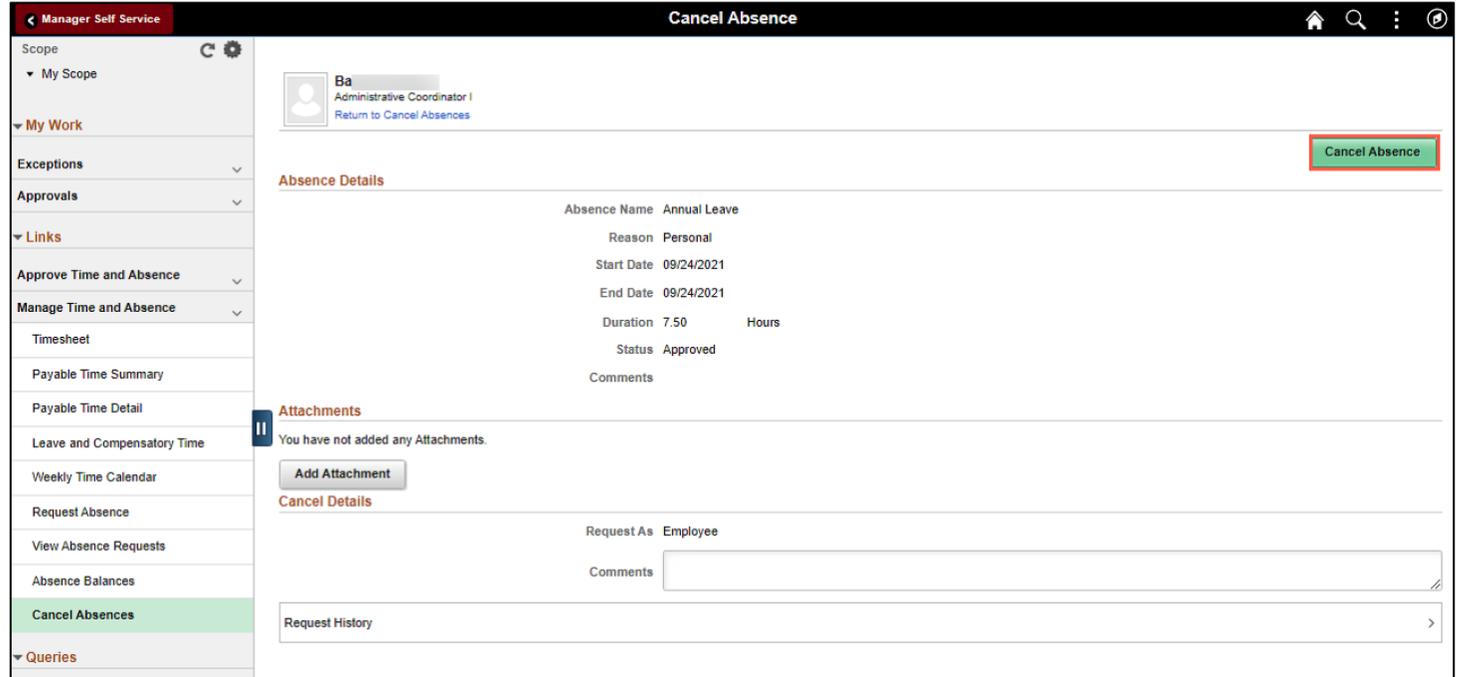**Step 8:** Click the absence request you would like to cancel.

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

Step 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.

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.