

How Do I Cancel an Employee's Absence Request as a Time Approver?

Navigation

Time Approver > Team Time Tile > Report/Approve Fluid Timesheet

The Cancel Absence request option is used by TL Approvers to Cancel Absence requests. A TL Approver may Cancel an Absence request no matter who initiated the original request.

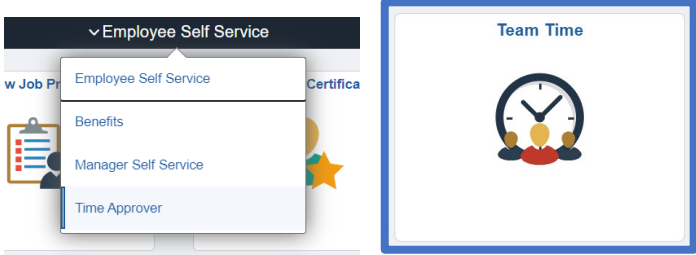
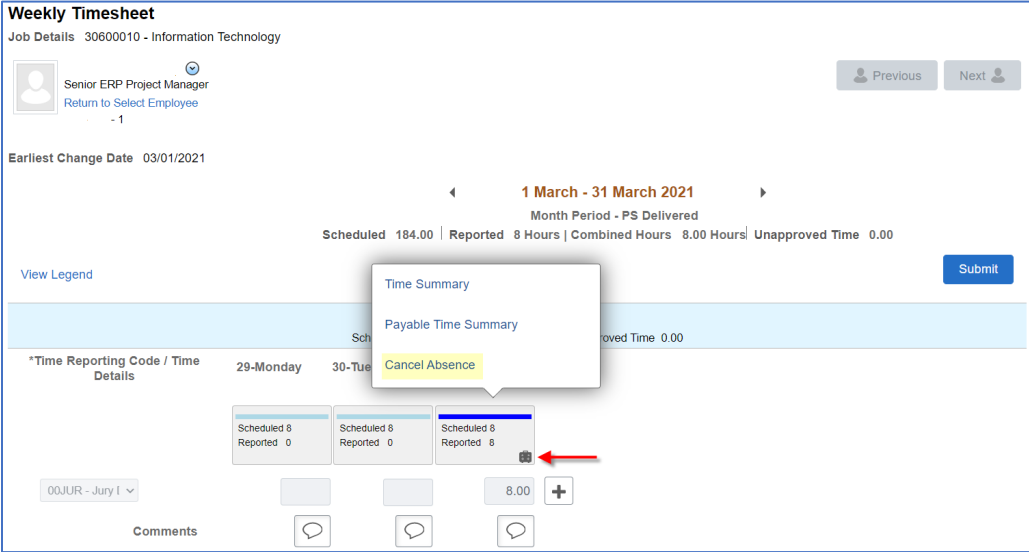
The best practice for Manager Absence request management is to utilize the **Approve, Push Back, and Deny** options which are available to Managers and TL Approvers.

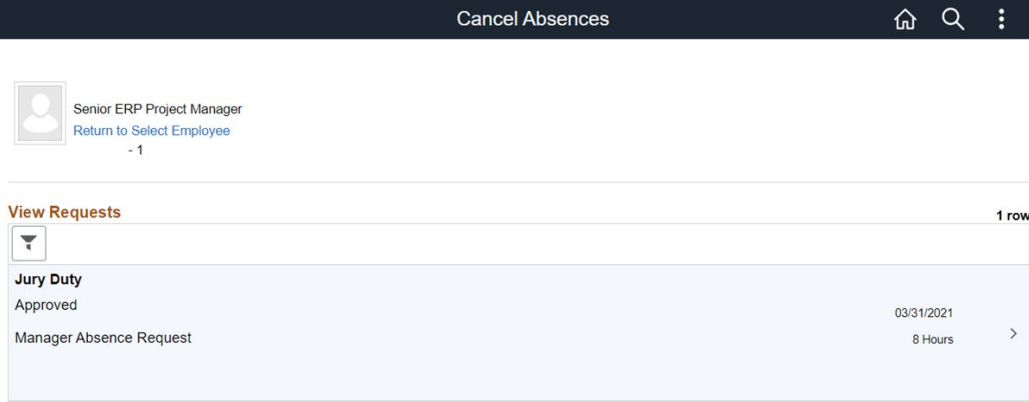
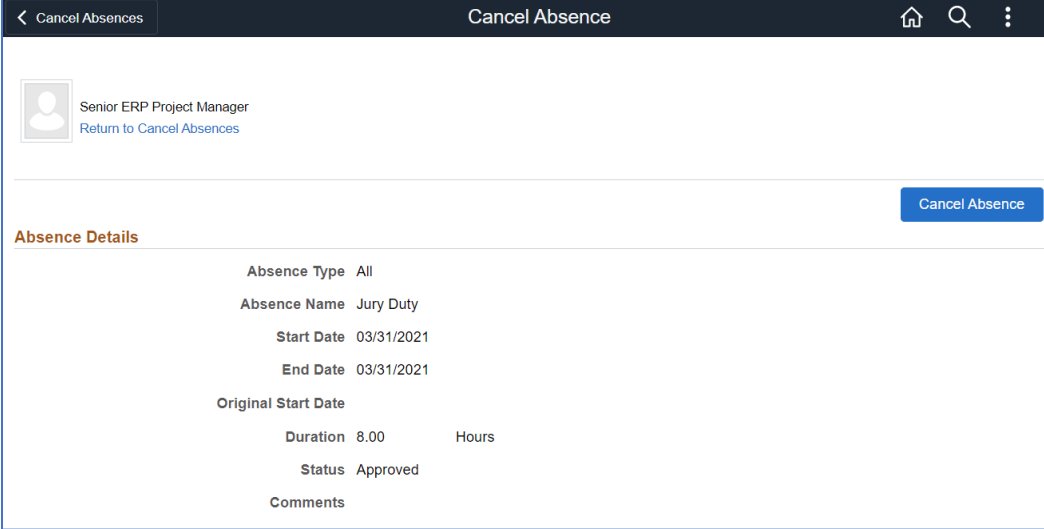
1. TL Approvers should **APPROVE** authorized Absence requests.
2. If an Absence request submitted by the employee requires an edit, the TL Approver should **PUSH BACK** the request to allow the employee to edit the request.
3. If the employee is not authorized to be away during the requested timeframe the TL Approver may **DENY** the request.

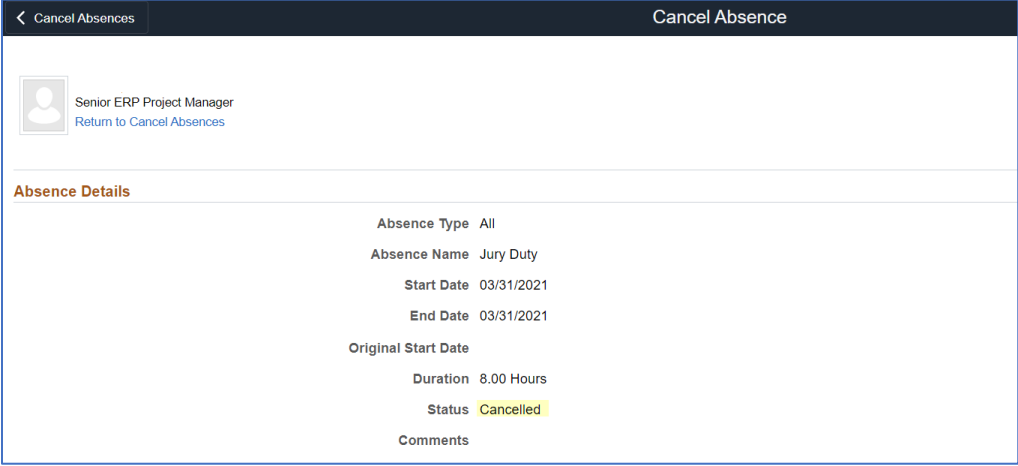
In general, an Absence Request should be cancelled if **1)** the request was submitted in error; **2)** an employee requested an Absence but worked instead; **3)** the original initiator needs to edit the request – only the original initiator may edit a request via Fluid. **4)** To remove a Denied Absence Request from display on an employee's timesheet.

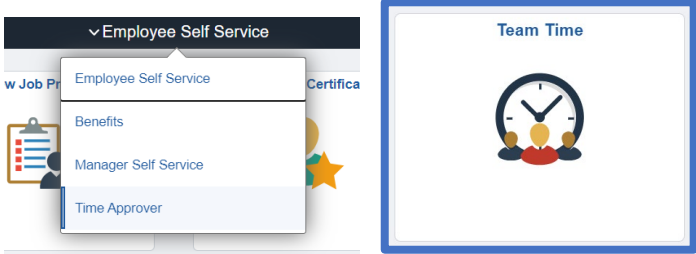
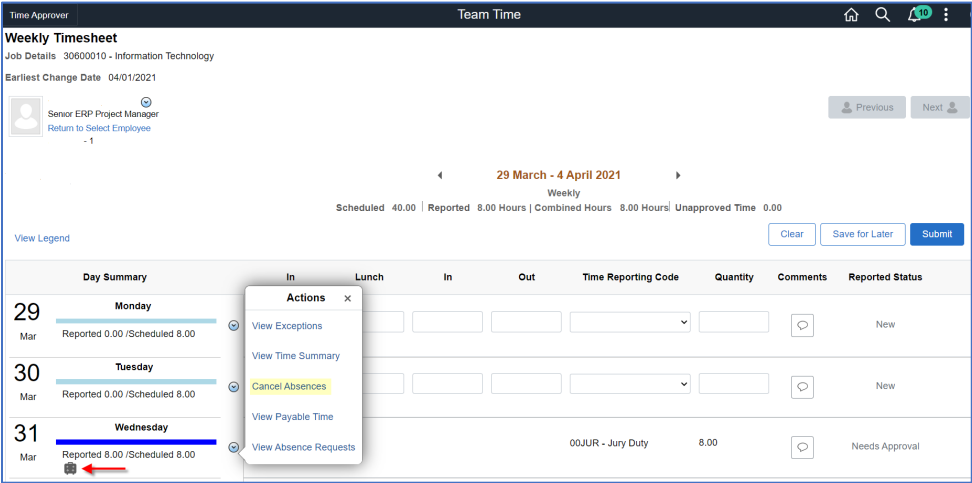
Absence Requests cannot be managed from the Fluid Timesheet. While on the Fluid Timesheet you can quickly navigate to the Cancel Absence Request page by using the **Related Actions** link.

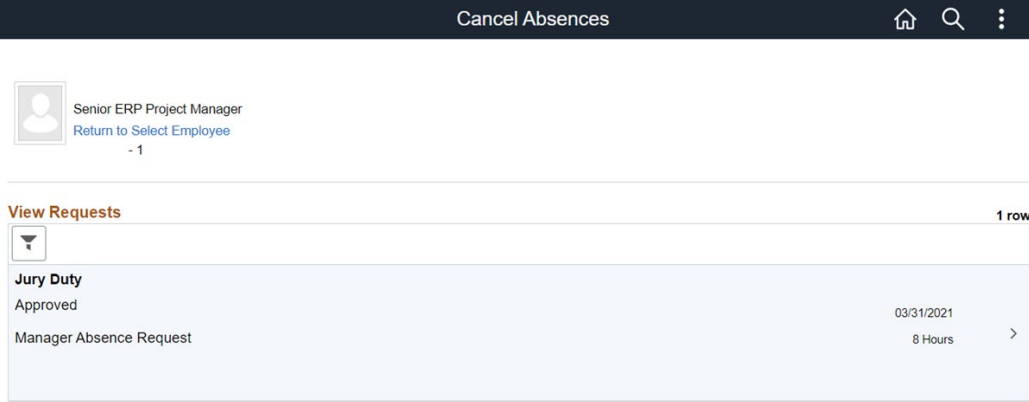
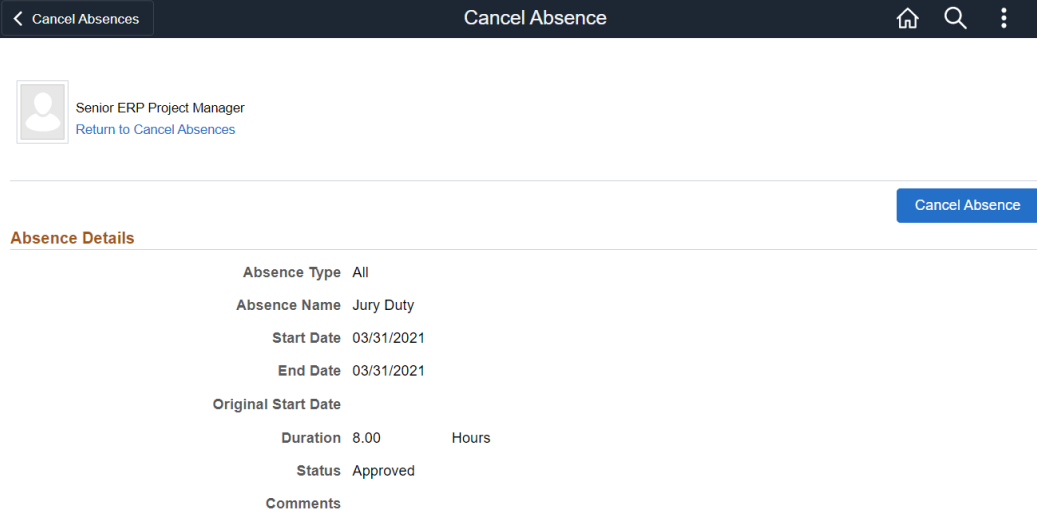
Jump to [Punch Timesheet](#) or [Elapsed Time Timesheet](#) directions.

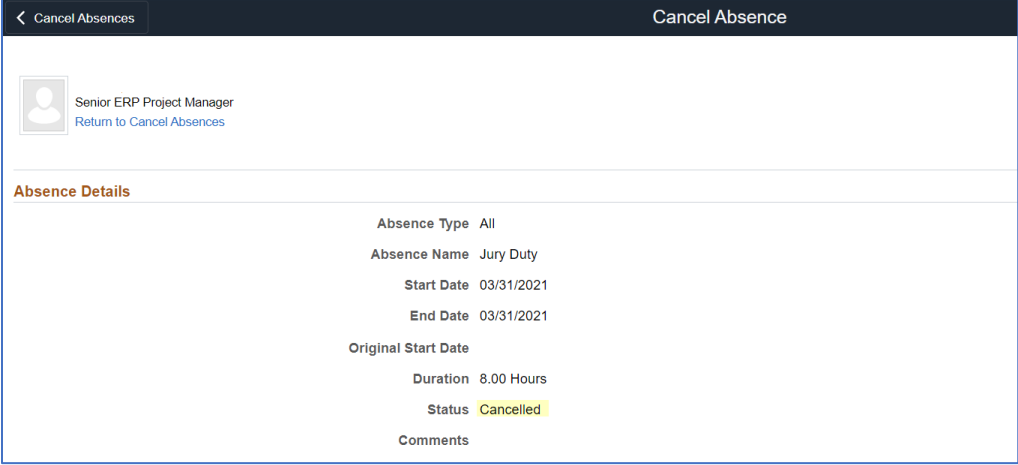
Step	Action
1.	<p>From the Time Approver Self Service homepage in OneUSG Connect, click the Team Time tile.</p> 
2.	<p>Navigate to the employee Elapsed Time Timesheet.</p> <p>Locate the date of the Absence Request you wish to Cancel.</p> <p>The Related Actions button is accessed by clicking on the Absence Suitcase icon in the bottom right corner of the scheduled and reported hours summary header.</p> 

Step	Action
3.	<p>Click the Cancel Absences link and the selected absence request will display on the Cancel Absence page.</p>  <p>Select an employee from the Select Employee listing to view the employee's available Absence Requests. The number of returned rows will display at the top right of the page.</p>
4.	<p>From the View Requests listing, select the Absence Request you wish to Cancel.</p>  <p>If the employee's Request list is lengthy, you may choose to click the Funnel icon beneath the View Requests label to input a begin and end date range or you may scroll down the listing to the appropriately dated Absence Request.</p> <p>Click on > to the View Request.</p>

Step	Action
5.	Review the request to ensure this is the correct request to Cancel.
6.	Click on Cancel Absence at the top of the page.
7.	A message will display asking "Are you sure you want to Cancel this Absence Request?"
8.	Click 'Yes' to submit the cancellation.
9.	<p>Once submitted, the Absence status will update to 'Cancelled'.</p>  <p>NOTE: The Cancel Absence process does not generate a notification to the initiator of the original request, nor to the initiator of the Cancellation, and the Cancelled request does not require approval.</p>
10.	To navigate back to the Cancel Absence Page, click Return to Cancel Absences at the top left of the page under the Employee's Job Title. From here you can view and/or cancel other requests for this employee.
11.	You have completed the steps to cancel an employee's absence request from an Elapsed Time Timesheet in OneUSG Connect.

Step	Action
12.	<p>From the Time Approver Self Service homepage in OneUSG Connect, click the Team Time file.</p> 
13.	<p>Navigate to the employee Punch Time Sheet – Path: TL Approver > Team Time > Report/Approve Fluid Timesheet</p> <p>The Related Actions button is located to the right of the date and day of the week in the Day Summary column.</p> 

Step	Action
14.	<p>Click the Cancel Absences link and the selected absence request will display on the Cancel Absence page.</p>  <p>Select an employee from the Select Employee listing to view the employee's available Absence Requests. The number of returned rows will display at the top right of the page.</p>
15.	<p>From the View Requests listing, select the Absence Request you wish to Cancel.</p>  <p>If the employee's Request list is lengthy, you may choose to click the Funnel icon beneath the View Requests label to input a begin and end date range or you may scroll down the listing to the appropriately dated Absence Request.</p> <p>Click on > to the View Request.</p>
16.	Review the request to ensure this is the correct request to Cancel.

Step	Action
17.	Click on Cancel Absence at the top of the page.
18.	A message will display asking "Are you sure you want to Cancel this Absence Request?"
19.	Click 'Yes' to submit the cancellation.
20.	<p>Once submitted, the Absence status will update to 'Cancelled'.</p>  <p>NOTE: The Cancel Absence process does not generate a notification to the initiator of the original request, nor to the initiator of the Cancellation, and the Cancelled request does not require approval.</p>
21.	To navigate back to the Cancel Absence Page, click Return to Cancel Absences at the top left of the page under the Employee's Job Title. From here you can view and/or cancel other requests for this employee.
22.	You have completed the steps to cancel an employee's absence request from a Punch Time Sheet in OneUSG Connect.