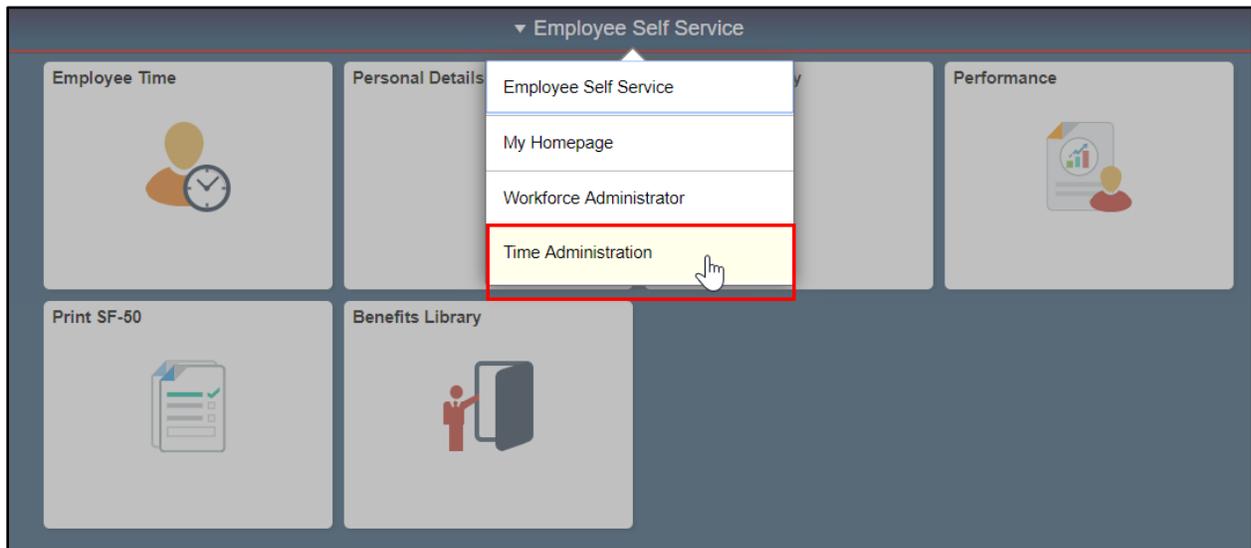
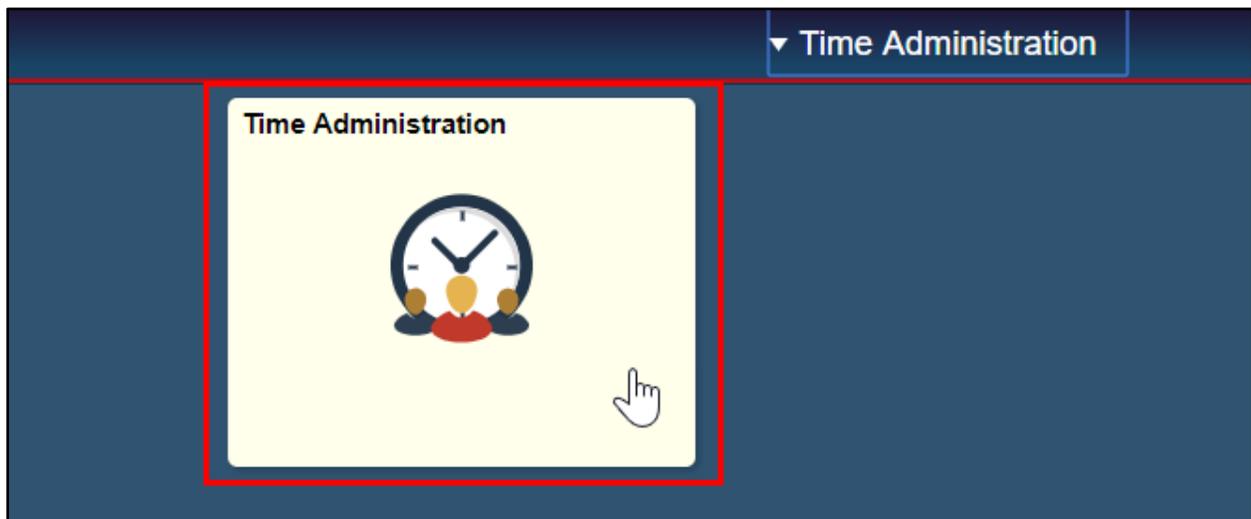


Cancel an Absence/OT Request (Timekeeper)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.
 - a. [Follow these instructions](#) to add the Time Administration page/tile to your homepage.



2. Select the **Time Administration** tile.



- a. It might take a moment for the Time Administration page to load.



3. On the **Report Employee Time** tab, change the **Date** field or **Previous/Next Period** hyperlinks in the **Change View** section to the pay period you want to cancel the absence/OT request.

The screenshot shows the 'Time Administration' interface. The left sidebar has 'Report Employee Time' selected. The main area is titled 'Timesheet Summary'. Under 'Employee Selection', there's a 'Change View' section with a date field set to '08/05/2018' and 'Previous Period' and 'Next Period' links. A calendar pop-up is open over the date field. Below this is a table of employees with columns for Last Name, First Name, Employee ID, Job Title, Hours to be Approved, Reported Hours, and Scheduled Hours.

4. Select the **refresh** button () if you select the calendar icon.
5. A list of employees will appear. Enter search criteria in the **Employee Selection** section, and select the **Get Employees** button.

This screenshot focuses on the 'Employee Selection' section. It shows a form with 'Employee Selection Criteria' including fields for Time Reporter Group, Employee ID, Last Name, First Name (filled with 'Kylie'), Department, Workgroup, and Taskgroup. To the right are 'Get Employees', 'Clear Criteria', and 'Save Criteria' buttons. Below this is the 'Change View' section with a date field '08/05/2018' and a refresh icon. At the bottom, a table shows a list of employees for the period 08/05/2018 - 08/18/2018.

Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Scheduled Hours
Abbott	Janet	00000483	Program Analyst	08/05/2018	08/18/2018	0.0	0.0	80.0
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	08/05/2018	08/18/2018	0.0	0.0	80.0
Alvarez	Kadyn	00000093	Realty Officer	08/05/2018	08/18/2018	0.0	0.0	80.0
Andrade	Zander	00000794	Preservation Specialist	08/05/2018	08/18/2018	0.0	0.0	80.0



6. Select the employee for whom you would like to cancel the absence or overtime request.

Report Time
Timesheet Summary

Employee Selection

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Time Reporter Group	
Employee ID	
Last Name	
First Name	Kylie
Department	
Workgroup	
Taskgroup	

Get Employees
Clear Criteria
Save Criteria

Change View

*View By: Calendar Period Show Schedule Information
Date: 08/05/2018 Previous Period Next Period

Employees For: Time Needing Approval From 08/05/2018 - 08/18/2018

Time Summary Demographics

Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Scheduled Hours
Dominguez	Kylie	00000031	Building Manager	08/05/2018	08/18/2018	72.0	72.0	80.0

7. The employee's timesheet will appear. Go to the **Absence/OT** tab.

Time Administration

Report Employee Time
Assign Employee Schedule
Time Administration Analytics
Time Administration Queries

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 08/06/2018

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 08/05/2018
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code
	4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001-Regular Time
	4.0	4.0												8.0	Sick Leave

Save for Later Submit

Reported Time Status Summary **Absence/OT** Exceptions

Reported Time Status Personalize Find 1-12 of 12

Date	Reported Status	Total	TRC	Description	Sched Hrs	Comments
08/06/2018	Approved	4.0	001	001-Regular Time	8.00	
08/06/2018	Approved	4.0	050	Sick Leave	8.00	
08/07/2018	Approved	4.0	001	001-Regular Time	8.00	
08/07/2018	Approved	4.0	050	Sick Leave	8.00	
08/08/2018	Approved	8.0	001	001-Regular Time	8.00	
08/09/2018	Approved	8.0	001	001-Regular Time	8.00	
08/10/2018	Approved	8.0	001	001-Regular Time	8.00	



8. Select the **Edit** button on the absence event that needs to be cancelled.

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code	Type
	2.0	2.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		68.0	001-Regular Time	Hours
	6.0	6.0												12.0	Sick Leave	Hours

Buttons: Save for Later, Submit

Reported Time Status | Summary | Absence/OT | Exceptions

Absence Events

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/2018	08/07/2018	Sick Leave	12.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event

9. Select the **Cancel** checkbox.

Reported Time Status | Summary | Absence/OT | Exceptions

Absence Events

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/2018	08/07/2018	Sick Leave	12.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input checked="" type="checkbox"/>

Add Absence Event

10. Update the timesheet due to the absence cancellation for 8/6 and 8/7, and select the **Submit** button.

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 08/19/2018

Actions

Select Another Timesheet

*View By Calendar Period Previous Period Next Period
*Date 08/05/2018
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code	Type
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		68.0	001-Regular Time	Hours
	6.0	6.0												12.0	Sick Leave	Hours

Buttons: Save for Later, Submit

Reported Time Status | Summary | Absence/OT | Exceptions

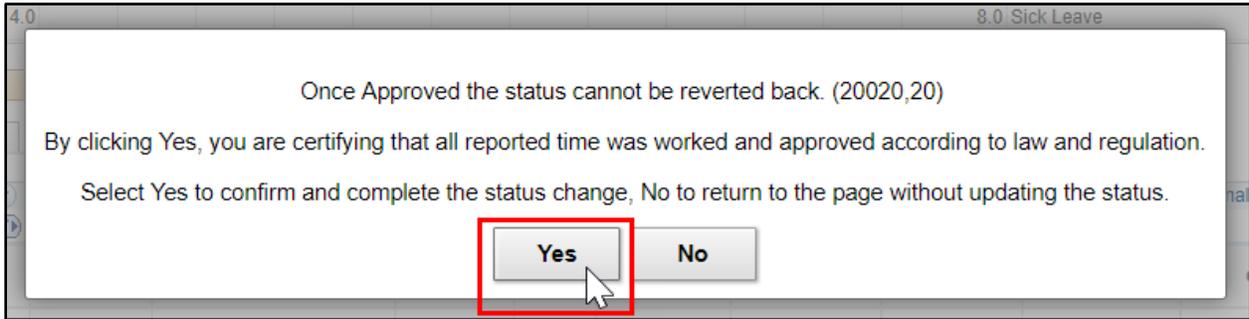
Absence Events

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/2018	08/07/2018	Sick Leave	12.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	<input checked="" type="checkbox"/>

Add Absence Event



11. An attestation message will appear. Select the **Yes** button.



12. The status for the absence event will change to **Cancelled**.

- a. *If the event was leave, it will automatically be removed from the timesheet.*
- b. *If the event was overtime, credit hours earned, comp time earned, or travel comp time earned, remove the item manually by clicking the minus icon at the end of the row on the timesheet. If there are multiple days with these types of earning, you will have to zero out the hours on each day you are cancelling.*

Timesheet

Kylie Dominguez Employee ID 00000031
Building Manager Empl Record 0
Earliest Change Date 08/19/2018

Actions

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period
*Date: 08/05/2018
Scheduled Hours 80.0 Reported Hours 80.0 Print Timesheet

From Sunday 08/05/2018 to Saturday 08/18/2018

Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Code
	8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		80.0	001-Regular Time

Save for Later Submit

Reported Time Status Summary Absence/OT Exceptions

Absence Events Personalize

Edit	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/2018	08/07/2018	Sick Leave	12.00	Hours	Details	Cancelled	Approval Monitor	Manager Timesheet	<input type="checkbox"/>

Add Absence Event