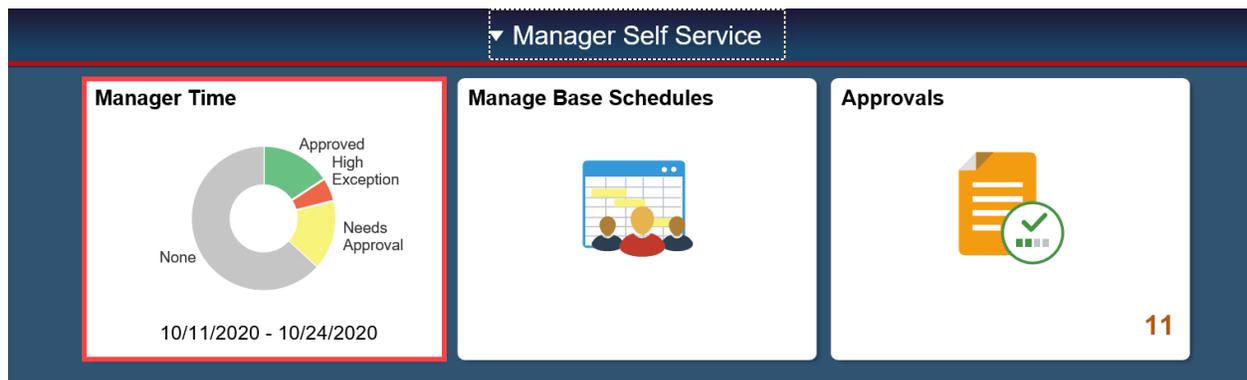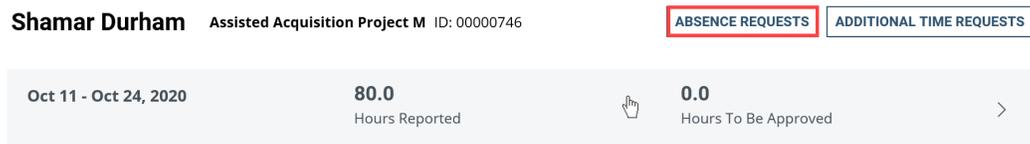# Edit an Absence Request (Supervisor)

Follow this job aid to learn how to **Edit and Absence Request** for an employee in HR Links.

Edit Absence Request from Manager Time Tile

1. Select the **Manager Time** tile on the Manager Self Service homepage.

2. Scroll to find the employee whose Absence Request you want to edit. Click on the **Absence Requests** button.

3. In the Absence Request History, find the **Absence Request** you would like to **edit** under the **Absence Requests** section. Select **View/Edit** for that specific absence request.

   - If you do not see your request in the **Absence Requests** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.

   - If you cannot see all of your **Absence Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

Note: This page defaults to list all Absence Requests, their Duration, and their Status within a specified date parameter.

4. Select the 🗓 icon or type in the new **Start and/or End Date** you want, and select a new **Absence Type** if desired. In this example, one additional Annual Leave day, 10/07/2020, will be added to the request.

ABSENCE TYPE *

Annual Leave ⌄

START DATE *   **END DATE**

10/02/2020 🗓   10/06/2020 🗓

FULL DAYS	PARTIAL DAYS

« October 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Requested Hours   Comments/History

October	Fri 2	Sat 3
Scheduled	8	0
Holiday	0	0
Requested	8	0

Total Requested Hours: 26.0

Current Annual Leave Balance: 290

The current balance does not reflect requests that have been processed after 07/04/2020.

5. Once the **End Date** has been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can add information to your request by selecting the **Comments/History hyperlink.**

ABSENCE TYPE *

Annual Leave ⌄

START DATE *

| 10/02/2020 | 📅 |

END DATE

| 10/07/2020 | 📅 |

FULL DAYS **PARTIAL DAYS**

Requested Hours | Comments/History

October	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6	Wed 7
Scheduled	8	0	0	9	9	9
Holiday	0	0	0	0	0	0
Requested	8	0	0	9	9	9

Total Requested Hours: 35.0

Current Annual Leave Balance: 290

The current balance does not reflect requests that have been processed after 07/04/2020.

BACK SUBMIT

6. An optional **Comments** field will open where you can enter an explanation or description to your request, then select **Submit**.

ABSENCE TYPE *

Annual Leave ⌄

START DATE *

10/02/2020 📅

END DATE

10/07/2020 📅

FULL DAYS **PARTIAL DAYS**

Requested Hours   **Comments/History**

COMMENTS

Total Requested Hours: 35.0

Current Annual Leave Balance: 290

The current balance does not reflect requests that have been processed after 07/04/2020.

BACK   **SUBMIT**

7. If all or part of your absence request is for partial days of leave, select **Partial Days** and proceed as follows:

- If "**All days are partial**" leave days in your request, enter the number of hours you are requesting for each day. **The number of hours you enter will apply to all of the days in the period.**

- If only the "**First and Last Day"** of your request are partial leave days, as in the example below, enter the number of hours you want to request for each of those days into the corresponding fields. You may not enter **0** for either of these days.

- Select **Submit** to complete the process.

ABSENCE TYPE *

Annual Leave ▾

START DATE *   **END DATE**

10/02/2020 📅   10/06/2020 📅

| FULL DAYS | PARTIAL DAYS |

○ All days are partial: [   ] hr

● First day (October 2) [2] hr

    & Last day (October 6) [4] hr

Requested Hours   Comments

October	Fri 2	Sat 3	Sun 4	Mon 5	Tue 6
Scheduled	8	0	0	9	9
Holiday	0	0	0	0	0
Requested	2	0	0	9	4

�घ The total requested hours has been adjusted to accommodate system business rules. No further action is "required"

Total Requested Hours: 15.0

Current Annual Leave Balance: 290

The current balance does not reflect requests that have been processed after 07/04/2020.

BACK **SUBMIT**

8. You will return to the Request Absence screen. The request you edited will have a Status of **Approved**. *You are all set!*

Employee Self Service / **Time** / Absence

REQUEST ABSENCE

Annual Leave Balance
290 Hours
(186 Hours Use or Lose)

REQUEST ANNUAL LEAVE

Sick Leave Balance
689.3 Hours

REQUEST SICK LEAVE

ⓘ *The current balance does not reflect requests that have been processed after 07/04/2020.*

Absence Requests

	ABSENCE	STATUS	BEGIN DATE	END DATE
	All ⌄	All Statuses ⌄	06/05/2020 📅	12/31/2020 📅

Date		Absence Type	Duration	Status		
Monday December 28 -	Thursday December 31	**Annual Leave**	36 Hours	Approved	VIEW/EDIT	CANCEL
Friday October 2 - Tuesday October 6		**Annual Leave**	26 Hours	Approved	VIEW/EDIT	CANCEL

Questions?

Check out our complete library of job aids, videos, and training courses! You can search based on your role (employee, supervisor, timekeeper) or by topic (time and leave, telework, benefits, performance).

If you still have questions, contact the following:

- **Issues with Single Sign On (SSO):** GSA IT Service Desk at 866-450-5250 or ITServiceDesk@gsa.gov
- **Time and Attendance:** your Timekeeper or Time Administrator
- **Benefits:** the Benefits and Retirement Center
- **Performance Management:** the HR performance team
- **Need a new labor code in HR Links:** Contact your regional Labor Admin
- **All other HR Questions contact your servicing HR Office:**
  - PBS HR Service Center
  - FAS HR Service Center
  - Staff Office HR Service Center
  - Executive Resources HR Service Center