

# ESS – Cancel/Modify an Absence Request

Office of Human Resources

The screenshot shows the 'Employee Self Service' portal. At the top left is the 'UTSA' logo. The main header is 'Employee Self Service' with a dropdown arrow. On the right are navigation icons: a home icon, a search icon, a flag icon, a menu icon, and a profile icon. The main content area is a grid of tiles:

- UTSA Announcements:** Contains two items: 'Disbursements & Travel Services (DTS) Training Materials' by Carlos Gonzales, and 'IMPORTANT - Pay Advice ESS Instructions' by Carlos Gonzales.
- Financial Approvals:** Shows a document icon with a green checkmark and a '0' at the bottom right.
- HRMS Approvals:** Shows a document icon with a green checkmark and a '0' at the bottom right.
- My Reports:** Features the 'ORACLE PEOPLESOFT' logo.
- Payroll and Compensation:** Shows a green bill icon with a dollar sign.
- Personal Details:** Shows a person icon with a pencil.
- Talent Profile:** Shows a person icon with a star.
- Time and Attendance:** Shows a person icon with a clock. This tile is circled in green.
- Benefits Summary:** Shows a grid of icons: a person, a document, a plus sign, and a house.
- UTSA Business Solutions Center:** (Partially visible)
- Forms:** Shows a clipboard icon with a checklist.


Select the **Time and Attendance** tile.

**Employee Self Service** **Time and Attendance**

Timesheet  
My Time Summary  
Request Absence  
**Cancel Absences**  
Compensatory Time  
Payable Time Detail  
View Requests  
Extended Absence History  
Leave Transfer Requests  
Monthly Schedule  
Absence Balance Details

### Cancel Absences

View Requests 2 rows

	<b>Sick Leave</b> Approved	04/24/2020 2 Hours	>
	<b>Vacation Leave</b> Approved	04/22/2020 8 Hours	>

Select the **Cancel Absences** tab. Then select a request to cancel.

Employee Self Service

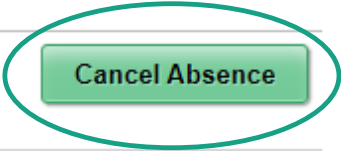
## Time and Attendance



- Timesheet
- My Time Summary
- Request Absence
- Cancel Absences**
- Compensatory Time
- Payable Time Detail
- View Requests
- Extended Absence History
- Leave Transfer Requests
- Monthly Schedule
- Absence Balance Details

### Cancel Absence

[Return to Cancel Absences](#)



#### Absence Details

Absence Name Sick Leave  
Start Date 04/24/2020  
End Date 04/24/2020  
Duration 2.00 Hours  
Status Approved  
Comments

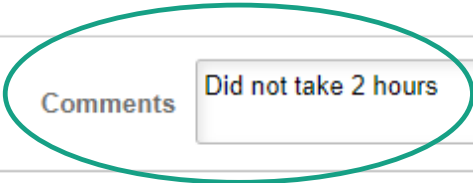
Add any cancel details in the **Comments** field.  
Select **Cancel Absence**.






#### Attachments

You have not added any Attachments.



#### Cancel Details



**Employee Self Service** **Time and Attendance**     

- Timesheet
- My Time Summary
- Request Absence
- Cancel Absences**
- Compensatory Time
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- Extended Absence History
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- Monthly Schedule
- Absence Balance Details

## Cancel Absence

[Return to Cancel Absences](#)

**Cancel Absence**

### Absence Details

Absence Name	Sick Leave
Start Date	04/24/2020
End Date	04/24/2020
Duration	2.00 Hours
Status	Approved
Comments	

### Attachments

You have not added any Attachments

**Are you sure you want to Cancel this Absence Request?**

**Select Yes.**

Request History >

**Employee Self Service** **Time and Attendance**

**Absence Request is Submitted for Cancellation.**

[Return to Cancel Absences](#)

### Absence Details

Absence Name	Sick Leave
Start Date	04/24/2020
End Date	04/24/2020
Duration	2.00 Hours
Status	Approved
Comments	

### Attachments

You have not added any Attachments.

### Cancel Details

Cancel Status	Submitted
Comments	Did not take 2 hours

Request History

Approval Chain

You should see an **Absence Request is Submitted for Cancellation** banner at the top of the screen.

If you cannot cancel an Absence Request please contact `leaveadmin@utsa.edu`.

Human Resources

# Modify a Canceled Absence Request

**Employee Self Service** Time and Attendance

**View Requests**

**View Requests**

Vacation Leave Canceled

Vacation Leave Cancel In Progress

Sick Leave Push Back

Jury Duty Submitted

Sick Leave Approved

Manager Absence Request

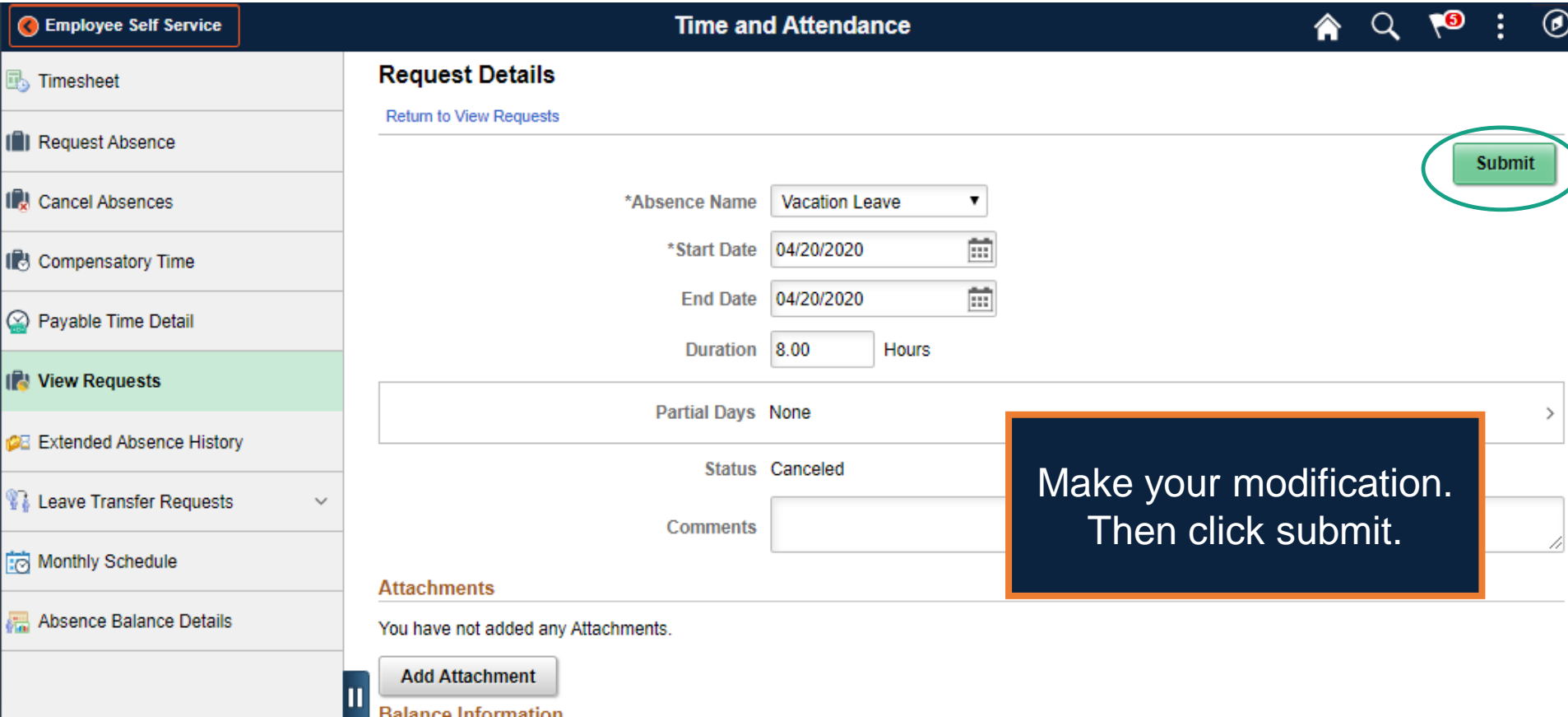
Educational Activities Submitted

04/13/2020

**To modify a Canceled Absence Request go to **View Requests**. Click on a Canceled event.**

**NOTE : Only once your supervisor has approved the cancel absence request can you modify it.**

# Modify a Canceled Absence Request



**Employee Self Service** **Time and Attendance**

[Return to View Requests](#)

**Request Details**

\*Absence Name: Vacation Leave

\*Start Date: 04/20/2020

End Date: 04/20/2020

Duration: 8.00 Hours

Partial Days: None

Status: Canceled

Comments:

**Attachments**

You have not added any Attachments.

**Balance Information**

**Make your modification. Then click submit.**



# Modify a Canceled Absence Request

**Employee Self Service** Time and Attendance

**Request Details**  
[Return to View Requests](#)

**\*Absence Name** Vacation Leave

**\*Start Date** 04/20/2020

**End Date** 04/20/2020

**Duration** 4.00 Hours

Partial Days All Days

**Status** Canceled

**Comments**

**Attachments**  
You have not added any Attachments

**Balance Information**  
AS OF 02/29/2020 40.00 HOURS

**Confirmation Dialog:** Are you sure you want to Submit this Absence Request?

**Callout:** Select Yes.

## Modify a Canceled Absence Request

The screenshot shows the 'Employee Self Service' interface for 'Time and Attendance'. A green banner at the top reads 'Submitted Successfully'. The main content area displays details for a 'Vacation Leave' request with a start and end date of 04/20/2020 and a duration of 4.00 hours. The status is 'Submitted'. A dark blue callout box on the right contains the text: 'You should see a Submitted Successfully banner at the top of the screen.' The left sidebar lists various self-service options, with 'View Requests' highlighted. Below the request details are sections for 'Attachments' (no attachments added) and 'Balance Information' (40.00 as of 02/29/2020). A 'Request History' and 'Approval Chain' section is partially visible at the bottom.

**Employee Self Service** | **Time and Attendance** | Submitted Successfully

[Return to view Requests](#)

Absence Name: Vacation Leave  
Start Date: 04/20/2020  
End Date: 04/20/2020  
Duration: 4.00 Hours

Partial Days: All Days

Status: Submitted

Comments:

**Attachments**  
You have not added any Attachments.

**Balance Information**  
As Of 02/29/2020: 40.00

Request History >  
Approval Chain >

Disclaimer: The current balance does not reflect absences that have not been processed.

# Thank You!

The University of Texas at San Antonio

**UTSA** Human Resources