ESS – Cancel/Modify an Absence Request

Office of Human Resources
Select the **Time and Attendance** tile.
Select the **Cancel Absences** tab. Then select a request to cancel.
Add any cancel details in the **Comments** field.

Select Cancel Absence.
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?
Yes No

Select Yes.
You should see an Absence Request is Submitted for Cancelation banner at the top of the screen.

If you cannot cancel an Absence Request please contact leaveadmin@utsa.edu.
Modify a Canceled Absence Request

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

Make your modification. Then click submit.
Modify a Canceled Absence Request

Select Yes.
Modify a Canceled Absence Request

You should see a Submitted Successfully banner at the top of the screen.

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

Partial Days: All Days

Status: Submitted

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