## **Absence Management: ESS - Pushing Back an Absence**

## Navigation Path: Self Service > Time Reporting > View Time > Absence Request History

	9.0 Screenshots	9.2 Screenshot
ORACLE'		ORACLE HRUPGTST All   Search   Advanced Search  Advanced Search
Menu     ■       Search:     ●       In My Favorites     ●       In My Favorites     ●       In CLEAN, Address     ●       In Clean, Address     ●       In Clean, Address     ●       In Report Time     ●       In Monthly Schedule     ●       Ourpensatory Time     ●       Exceptions     ●       Payable Time Detail     ●       Encreasted Time Detail     ●       Encreasted Time Detail     ●       Absence Request     +       History     +	Absence Request History         DONALD HARDELL         IS SPECIALIST         Specialist in the second name link to view request details.         Specialist in the second name link to view request details.         Specialist in the second name link to view request details.         From: D2/08/2016 The Through 07/06/2017 In Refresh         Norogh: D7/06/2017 In Refresh         Absence Request History         Find J Yew All (Integration Requested By Edit Legal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 09/05/2016 Not Available ThirdParty Edit Personal Holiday (UNC) Approved 09/05/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Personal Holiday (UNC) Approved 09/19/2016 Not Available Hours Employee Edit Pers	Favorites •       Main Menu +       Self Service •       Time Reporting •       View Time +       Absence Request History         Absence Request History       Is SPECIALIST       Is SPECIALIST       Is SPECIALIST         Is SPECIALIST       Instructions       Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and select the Refresh button. Select the absence name link to view request details select edit button to modify or delete the text.         From 02/09/2016       Through 07/06/2017       Refresh         Absence Request History       Personalize   Find   View All   [2]   ] First (1-10 of 27 (2) Last Absence Name         Absence Name       Statu S       Statu Date       End Date       Duration       Requested By       Edit
- Absence Balances - User Preferences	Personal Holiday (UNC) Approved 08/15/2016 08/15/2016 8 Hours Employee	Personal Holiday (UNC) Approved 09/26/2016 09/26/2016 4 Hours Employee Absence Request Edit
ORACLE		Vacation (UNC) Submitted 09/20/2016 09/20/2016 8 Hours Employee Absence Request Edit
Search:  Search:  My Favorites CLEAN_Address	Request Absence         DONALD HARDELL         IS SPECIALIST         Enter Start Date and Absence Name. Then complete the rest of the required fields before submitting or save for later your request.         Note that ALRA conversion takes must be entered between the dates of 7/1/2017 and 10/31/2017.         Absence Detail         *Start Date:       02/06/2017         *Start Date:       02/06/2017         *Absence Name:       Select Absence Name         Comments:       Image: Select Absence Requests via the Absence Requests via the Absence Requests via the Absence Requests Via the Absence Requests Reques	Vacation (UNC) Approved 09/19/2016 09/19/2016 0Hours Employee Absence Request Edit
<ul> <li>In 9.0, th</li> <li>M</li> <li>M</li> <li>M</li> <li>In 9.2, th</li> <li>M</li> </ul>	ere were two ways you could respond to a pushed to lain Menu > Self Service > Time Reporting > View Tim lain Menu > Self Service > Time Reporting > Report T ere is only one way to respond to a pushed back ab lain Menu > Self Service > Time Reporting > View Tim	<ul> <li>back absence:</li> <li>e &gt; Absence Request History (Edit button).</li> <li>me &gt; Absence Request &gt; Absence Request History Hyperlink</li> <li>sence:</li> <li>e &gt; Absence Request History (Edit button).</li> </ul>