

Absence Management: ESS - Pushing Back an Absence

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

9.0 Screenshots

Absence Request History

DONALD HARDELL
IS SPECIALIST

Specify the date range of interest. To retrieve a complete history, leave From and Through dates blank and click Refresh. Select the absence name link to view request details. Select edit button to modify or delete the request.

From: 02/08/2016 Through: 07/06/2017 Refresh

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Legal Holiday (UNC)	Approved	09/05/2016	09/05/2016	Not Available	ThirdParty	Edit
Vacation (UNC)	Approved	08/26/2016	08/26/2016	8 Hours	Employee	Edit
Personal Holiday (UNC)	Approved	08/22/2016	08/22/2016	8 Hours	Employee	Edit
Personal Holiday (UNC)	Approved	08/19/2016	08/19/2016	8 Hours	Employee	Edit
Personal Holiday (UNC)	Approved	08/15/2016	08/15/2016	8 Hours	Employee	Edit

9.2 Screenshot

Absence Request History

DONALD HARDELL
IS SPECIALIST

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 02/08/2016 Through 07/06/2017 Refresh

Absence Name	Status	Start Date	End Date	Duration	Requested By	Edit
Personal Holiday (UNC)	Approved	09/26/2016	09/26/2016	4 Hours	Employee Absence Request	Edit
Vacation (UNC)	Submitted	09/20/2016	09/20/2016	8 Hours	Employee Absence Request	Edit
Vacation (UNC)	Approved	09/19/2016	09/19/2016	8 Hours	Employee Absence Request	Edit

You can no longer resubmit absence requests via the Absence Request History on the Absence Request Navigation

- In 9.0, there were two ways you could respond to a pushed back absence:
 - Main Menu > Self Service > Time Reporting > View Time > Absence Request History (Edit button).
 - Main Menu > Self Service > Time Reporting > Report Time > Absence Request > Absence Request History Hyperlink
- In 9.2, there is only one way to respond to a pushed back absence:
 - Main Menu > Self Service > Time Reporting > View Time > Absence Request History (Edit button).