Cancel Absence – On Behalf of Employee (Manager)

Absences can be cancelled by a manager on behalf of the employee.

**Cancel Absence**

1. Sign into my.wisconsin.edu
2. Click the dropdown list in the upper left corner and select Manager Self Service.
3. Click the Manager Time and Absence Tile.
4. Click Cancel Absences in the left side bar.
5. Click the name of the employee.  
   **NOTE:** To change search results, enter information in the search options fields and click Search.
6. Click on the absence line.
7. Enter comment, optional.
8. Click Cancel Absence button.
9. Click Yes to verify the request.