Cancel Absence – On Behalf of Employee (Manager)

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

Cancel Absence

1. Access the Time/Absence Dashboard.

2. Click **Cancel Absence** in the left side bar.

3. Click the name of the employee.
   NOTE: To change search results, enter information in the search options fields and click Search.

4. Click on the absence line.

5. Enter comment, optional.

6. Click **Cancel Absence** button.

7. Click **Yes** to verify the request.