

View Employee's Absence Requests – Manager

Managers can edit or cancel employee's absence requests on behalf of the employee. Requests cannot be cancelled or edited while payroll is being confirmed.

View Absence Balances

1. Access the [Time/Absence Dashboard](#).
2. Click **View Requests** 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. For more information about the request, click the request.