Cancel/Edit an Absence on the Timesheet

Absences can be modified or cancelled via the timesheet through the Monday after the end of the pay period.

If changes are made to an absence request after it has been approved (green check in the status column), notify your supervisor of the change. To see more about statuses, see Status Icons.

Cancel an Absence

1. Access the timesheet.

2. On the row with the date of the absence, click the **minus sign**.
   -or- click the check box and Delete Selected Rows to remove multiple rows at once.

3. **Verify** the request to delete.

4. Click **Submit**.

5. Click **Sign Out** in the upper right hand corner and then **Log out** of the portal.

Edit an Absence (including Pushback)

1. On the row with the date of the absence.
   a. Update the **Time/Absence Code**, if applicable.
   b. Update the hours being requested in the **Quantity** field, if applicable.

2. Click **Submit**.
   a. Needs Approval icon will appear in the *Status* column.

3. Click **Sign Out** in the upper right hand corner and then **Log out** of the portal.