**Cancelling an absence request:**

* Open the timesheet (Manager Self-Service 🡪 Team Time 🡪 Report Time) for the employee that needs the absence request cancelled
* Click the Absence tab below the Submit button



* Click the Edit button for the absence that needs to be changed



* Click the checkbox under the Cancel column
* Click Submit on the timesheet, click OK to confirm submission
* Once back on the timesheet, the approval options should appear for you to approve the change under the Absence tab; select the row next to the absence that was changed and then click Approve
* If the approval options below are not available, please approve through the normal absence approval method (Manager Self-Service 🡪 Team Time 🡪 Absence Requests)