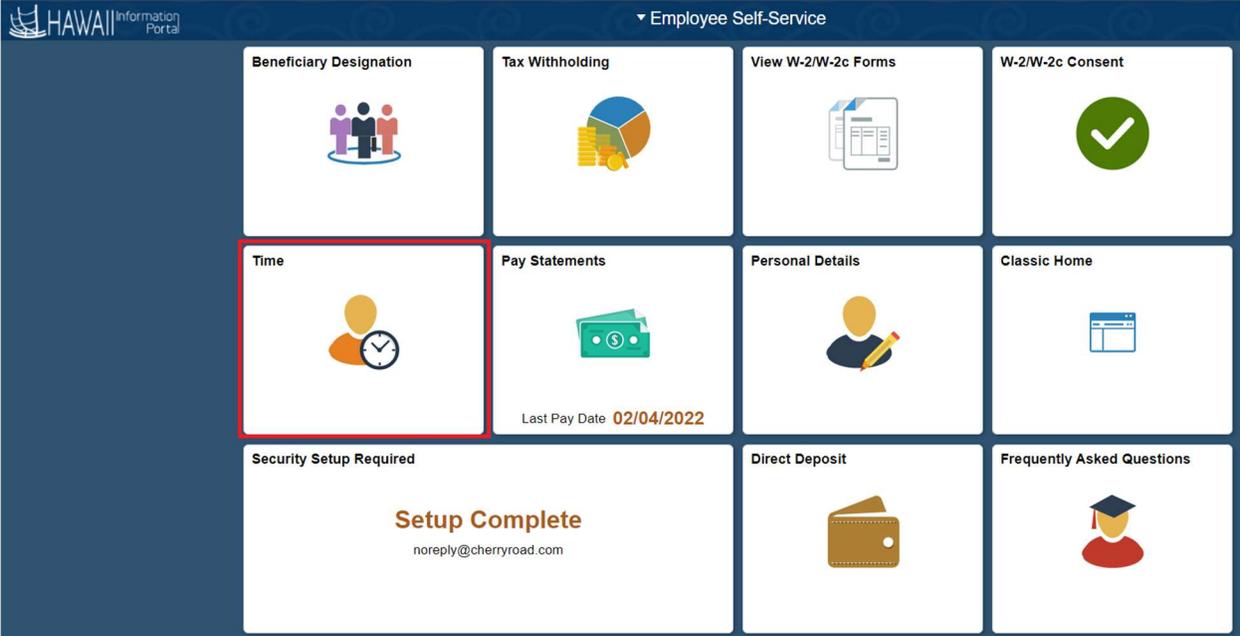


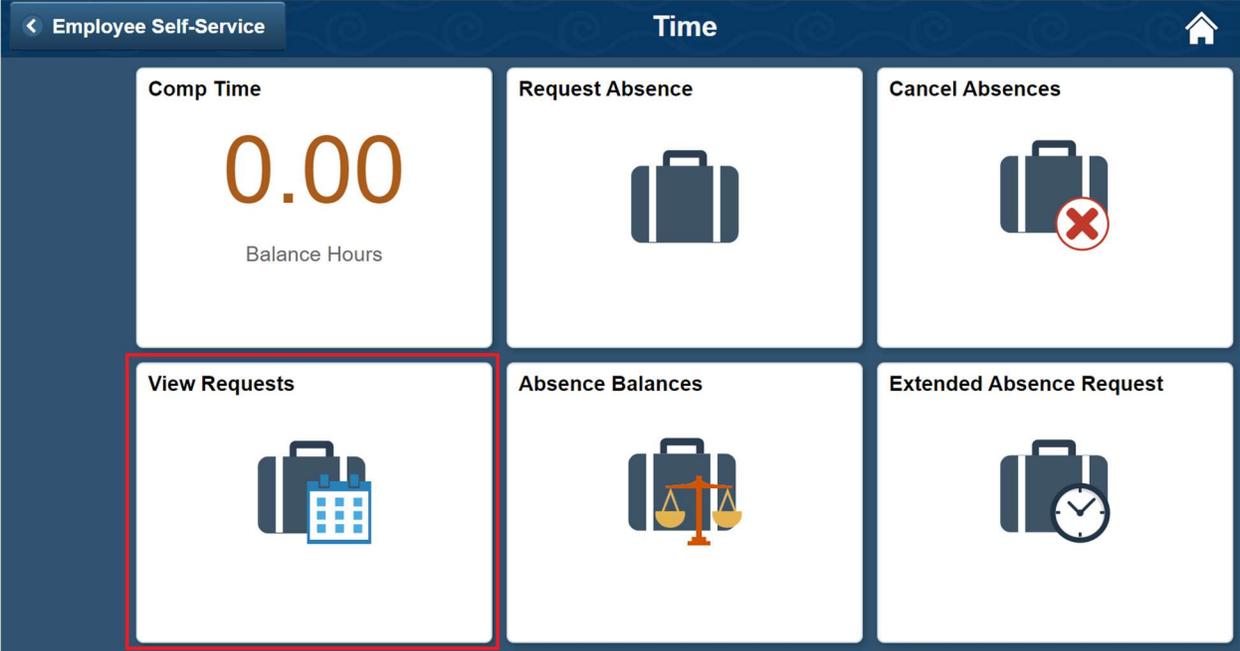
Time & Leave – Changing a canceled absence request

The below steps can be used to change a canceled sick or vacation request and resubmit it. This helps when using the same date of the canceled absence request for another request. For example, a Sick request on 10/28/2021 was cancelled and a partial day Vacation request is now needed for 10/28/2021.

After logging into Employee Self Service, click on the Time tile.



Click the View Requests tile to view the existing absence requests to see what dates were previously requested and their status.



Note that the HIP system default is to show 3 months in the past and 3 months in the future from today's date. Click the filter icon to adjust the dates. In this example we will modify a canceled Sick request that is more than 90 days in the past.

< Time		View Requests
Jane Doe		
View Requests		5 rows
02 - Vacation	Approved	02/11/2022 >
ELIGIBLE		
02 - Vacation	Approved	02/09/2022 >
ELIGIBLE		
02 - Vacation	Approved	02/04/2022 >
ELIGIBLE		
01 - Sick Leave	Approved	12/22/2021 >
ELIGIBLE		
02 - Vacation	Approved	11/22/2021 >
ELIGIBLE		

The Filters popup displays, adjust the date range as desired. In this example we will adjust the begin date to 10/01/2021.

< Time		View Requests
Jane Doe		
View Requests		5 rows
02 - Vacation	Approved	>
ELIGIBLE		
02 - Vacation	Approved	>
ELIGIBLE		
02 - Vacation	Approved	>
ELIGIBLE		
01 - Sick Leave	Approved	>
ELIGIBLE		
02 - Vacation	Approved	11/22/2021 >
ELIGIBLE		

Cancel
Filters
Done

Begin Date

End Date

Absence

Status

Click the Done button.

The screenshot shows the 'View Requests' screen for Jane Doe. A 'Filters' modal is displayed over the request list. The modal has a 'Begin Date' field set to 10/01/2021, an 'End Date' field set to 05/09/2022, an 'Absence' dropdown set to 'All Types', and a 'Status' dropdown set to 'All Statuses'. A 'Reset' button is at the bottom. The 'Done' button in the top right of the modal is highlighted with a red box.

The system now shows absence requests including October 2021. We will work on modifying the canceled Sick absence 10/28/2021 by clicking the row.

The screenshot shows the 'View Requests' screen for Jane Doe with 6 rows of data. The row for '01 - Sick Leave' with status 'Canceled' and date '10/28/2021' is highlighted with a red box.

Type	Status	ELIGIBLE	Date	Action
02 - Vacation	Approved	ELIGIBLE	02/11/2022	>
02 - Vacation	Approved	ELIGIBLE	02/09/2022	>
02 - Vacation	Approved	ELIGIBLE	02/04/2022	>
01 - Sick Leave	Approved	ELIGIBLE	12/22/2021	>
02 - Vacation	Approved	ELIGIBLE	11/22/2021	>
01 - Sick Leave	Canceled	ELIGIBLE	10/28/2021	>

The Request Absence screen opens. For this example, we note that the Status is Canceled. Start by modifying the Absence Name and click on the 01-Sick Leave drop down and change it to Vacation.

The screenshot shows the 'Request Absence' form for Jane Doe. The form includes a navigation bar with 'View Requests' and 'Request Absence' tabs. The user's name 'Jane Doe' is displayed. A 'Return to View Requests' link is present. The form fields are: '*Absence Name' (01 - Sick Leave), 'Reason' (Sick), '*Start Date' (10/28/2021), 'End Date' (10/28/2021), and 'Duration' (8.00 Hours). Below these is a 'Partial Days' field set to 'None'. The 'Status' is 'Canceled'. There is a 'Check Eligibility' button and a 'Comments' text area. An 'Attachments' section shows 'You have not added any Attachments.' and an 'Add Attachment' button. A green 'Submit' button is in the top right corner.

After you click on the 02-Vacation Option the following message will appear. Click the Yes button to continue.

This screenshot is identical to the previous one, but with a confirmation dialog box overlaid in the center. The dialog box contains the text: 'The absence name was changed. Some detailed information associated with the modified absence name will be cleared. Would you like to continue?' and has two buttons: 'Yes' and 'No'. The background form is dimmed.

Return to the Request Absence screen and change the Reason if desired. For this example we will update this to a partial day request by clicking on the Partial Days row.

The Partial Days popup is displayed. For this example, click the drop down and select the Start Day Only option.

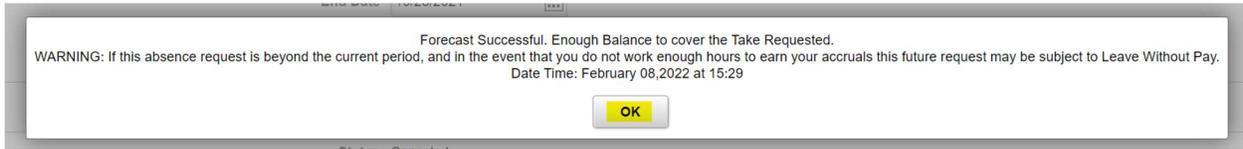
The Start Date and Duration fields becomes available after selecting the Start Day Only option. For this example, we enter 5.5 hours in the duration field before clicking the Done button.

The screenshot shows the 'Request Absence' form for Jane Doe. A modal window titled 'Partial Days' is open, allowing the user to configure the absence. The modal includes a 'Cancel' button, a 'Done' button (highlighted with a red box), and fields for 'Partial Days' (set to 'Start Day Only'), 'Start Date' (10/28/2021), and 'Duration' (5.5 Hours, also highlighted with a red box). The background form shows the 'Absence Name' as '02 - Vacation' and the 'Reason' as 'Vacation'.

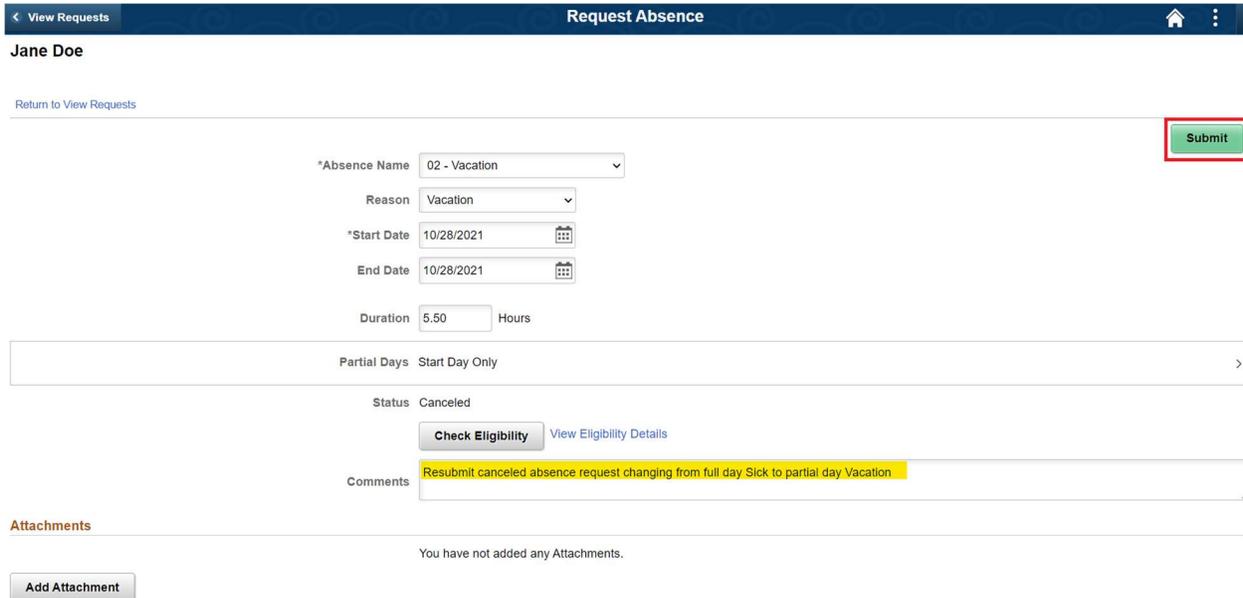
We review all the details changed including the Reason, Duration and Partial Days fields before clicking the Check Eligibility button

The screenshot shows the 'Request Absence' form for Jane Doe. The 'Check Eligibility' button is highlighted with a red box. The form displays the following details: 'Absence Name' is '02 - Vacation', 'Reason' is 'Vacation', 'Start Date' is 10/28/2021, 'End Date' is empty, and 'Duration' is 5.50 Hours. The 'Partial Days' dropdown is set to 'Start Day Only'. The status is 'Canceled'. There is a 'Submit' button in the top right corner and an 'Add Attachment' button at the bottom left.

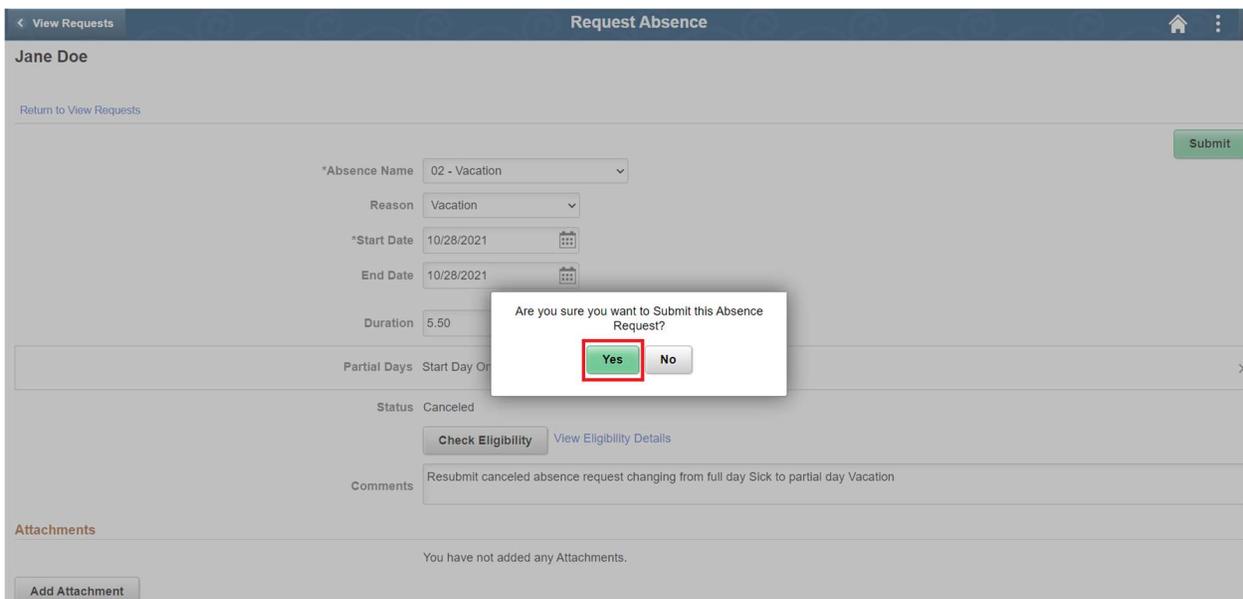
After clicking the Check Eligibility button, a Forecast message should return indicating whether the forecast is successful. Click the OK button



Enter any comments as needed, review your request for accuracy before clicking the Submit button to resubmit.



The confirmation message is displayed, click ok to complete the resubmit.



The status updates to Submitted and automatic emails will be sent to you and to the approver. The email will let you know the request has been submitted, the approver will receive a separate email letting them know that the request is available for their review and approval. Click the View Requests at the upper left corner.

< View Requests
Request Absence

Jane Doe

[Return to View Requests](#)

Absence Name: 02 - Vacation
 Reason: Vacation
 Start Date: 10/28/2021
 End Date: 10/28/2021
 Duration: 5:50 Hours

Partial Days: Start Day Only

Status: Submitted

Comments: Resubmit canceled absence request changing from full day Sick to partial day Vacation

Attachments
 You have not added any Attachments.

Balance Information
 As Of 01/31/2022: 734.00

Request History >
 Approval Chain >

Disclaimer: The current balance does not reflect absences that have not been processed.

The submitted status can also be confirmed on the View Requests screen.

< Time
View Requests

Jane Doe

View Requests 6 rows

02 - Vacation	Approved	02/11/2022 >
	ELIGIBLE	
02 - Vacation	Approved	02/09/2022 >
	ELIGIBLE	
02 - Vacation	Approved	02/04/2022 >
	ELIGIBLE	
01 - Sick Leave	Approved	12/22/2021 >
	ELIGIBLE	
02 - Vacation	Approved	11/22/2021 >
	ELIGIBLE	
02 - Vacation	Submitted	10/28/2021 >
	ELIGIBLE	