

Editing Submitted Leave Requests in Create and Maintain Absences Page

1. Navigate to *NavBar > Navigator > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Create and Maintain Absences*
2. Expand the the Search section or enter the Employee ID to look for the absences request



Create and Maintain Absence Requests



Absence Requests

Search

Absence Detail
 Partial Days
 Additional Information
 Override
 Process
 Forecast
 Comments
 Demographic

Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason
<input type="checkbox"/>	<input type="text"/>	Name	0					

3. Select the request and make the necessary changes
4. Expand the Submission Options
 - Ensure that the Override Forecast Eligibility box is **unchecked**
 - Submit Options
 - **Approve Automatically** - auto approval
 - **Use Absence Name Default** - routes to Supervisor for approval

Absence Requests

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Select	*Employee ID	Name	Empl Record	Job Title	*Start Date	*End Date	*Absence Name	Reason	Duration
<input checked="" type="checkbox"/>	<input type="text"/>		0	Accountant V	06/11/2020	06/12/2020	02 - Vacati	Vacation	8 Hours

Comments

Submission Options

Override Forecast Eligibility

*Submit Option

- Approve Automatically**
- Route To An Operator ID
- Route To A Role
- Use Absence Name Default

5. Click the Forecast button



6. Once forecast is successful, you may Submit the changes

