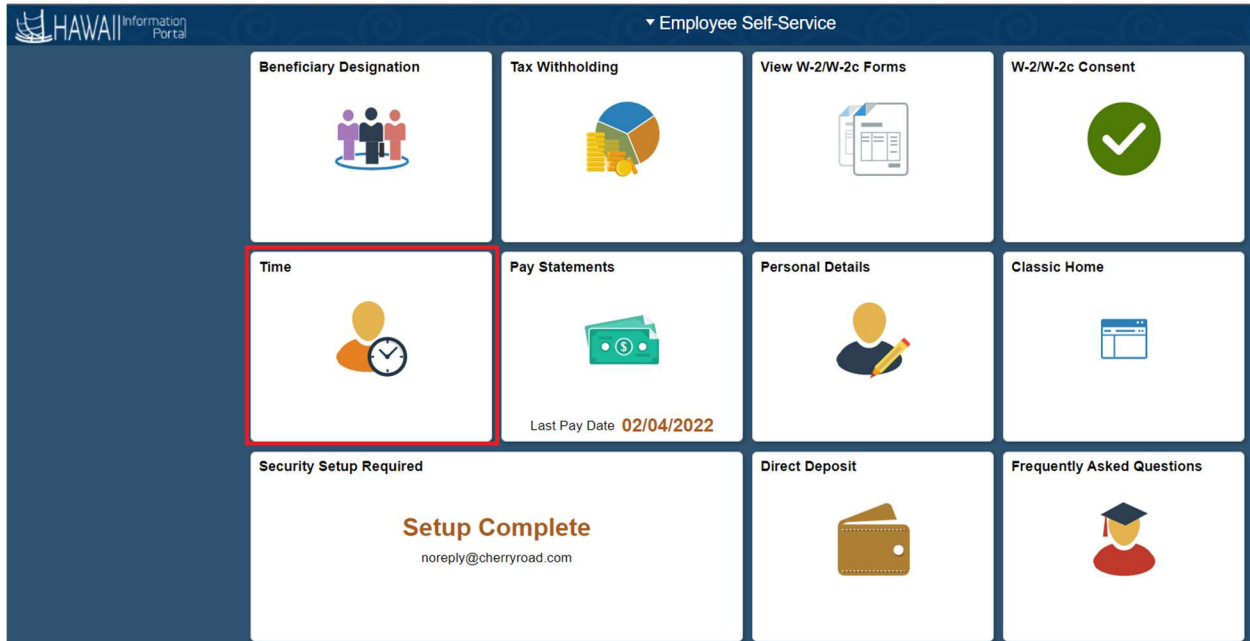


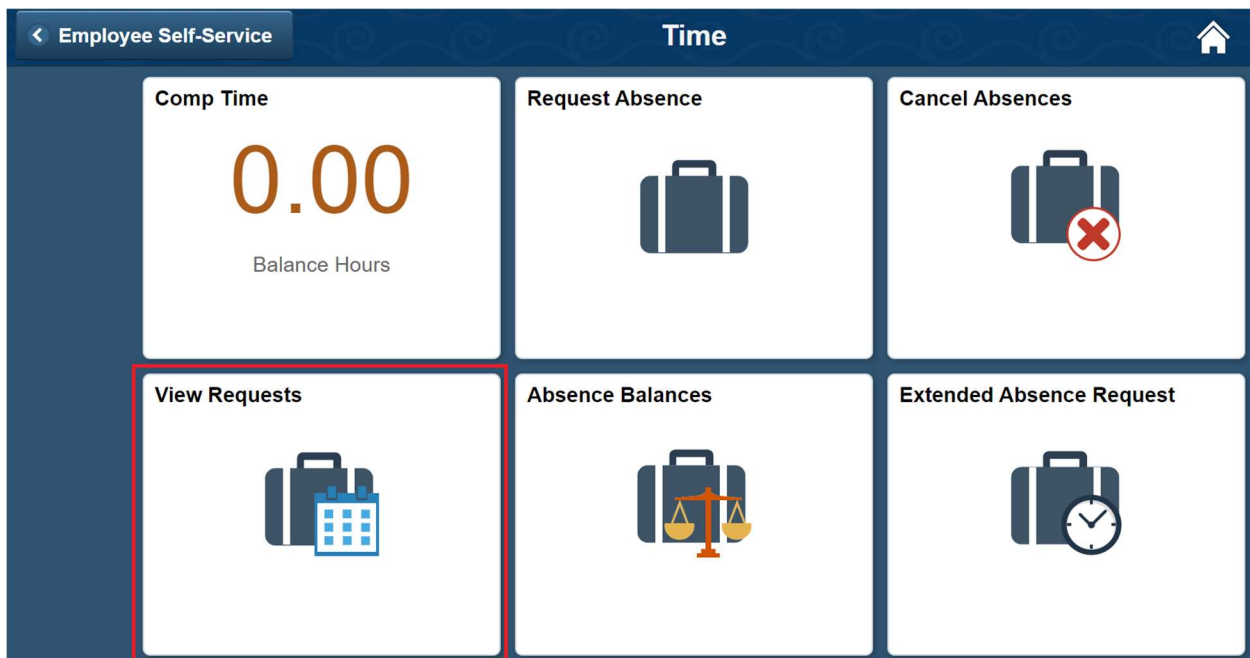
Time & Leave – Changing a canceled absence request

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

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

>

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

11/10/2021

End Date

05/09/2022

Absence

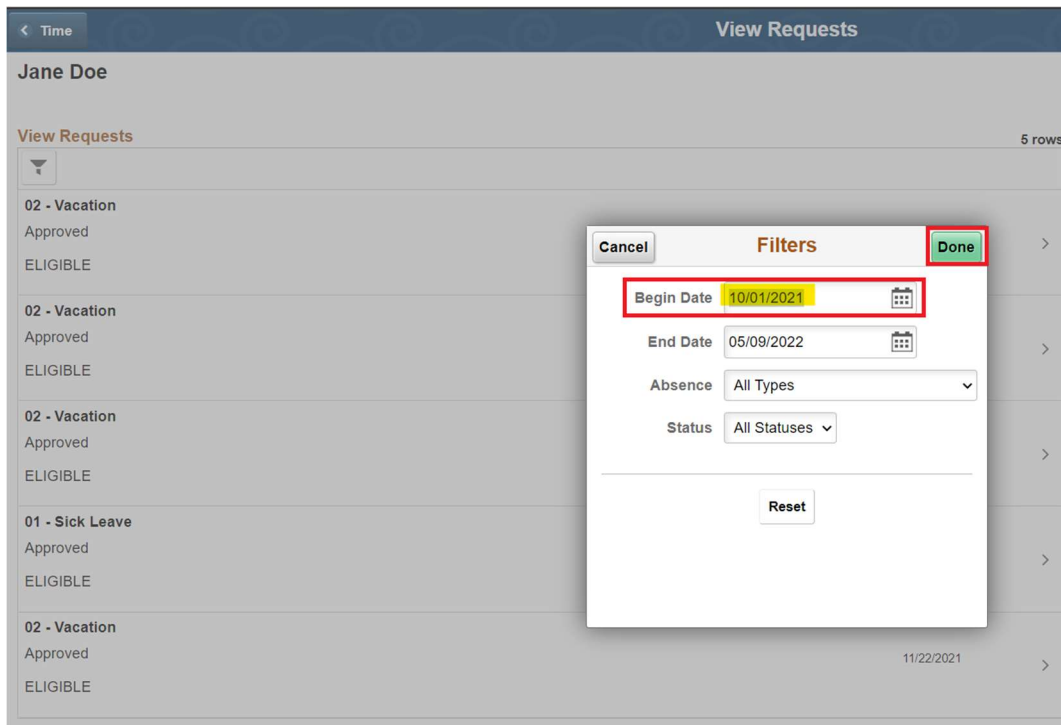
All Types

Status

All Statuses

Reset

Click the Done button.



View Requests

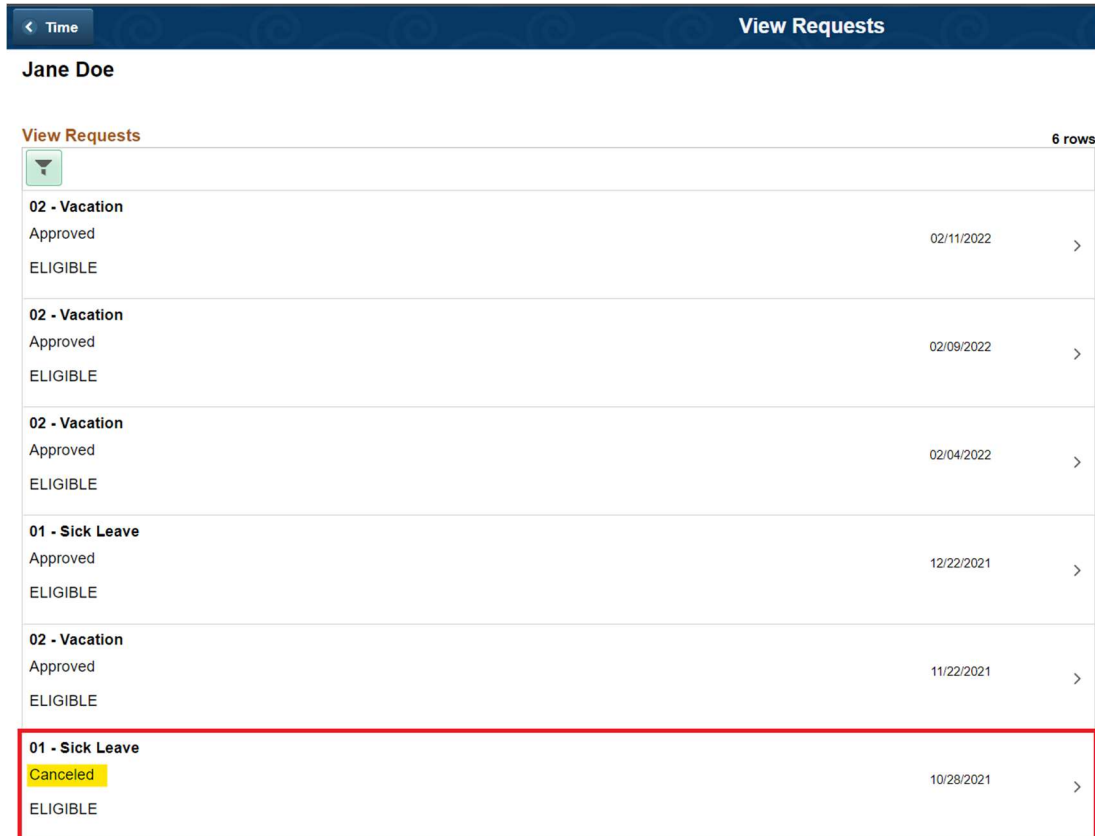
Jane Doe

5 rows

Request Type	Status	Eligibility
02 - Vacation	Approved	ELIGIBLE
02 - Vacation	Approved	ELIGIBLE
02 - Vacation	Approved	ELIGIBLE
01 - Sick Leave	Approved	ELIGIBLE
02 - Vacation	Approved	ELIGIBLE

11/22/2021

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.



View Requests

Jane Doe

6 rows

Request Type	Status	Eligibility	Date
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.

[View Requests](#)
Request Absence

Jane Doe

[Return to View Requests](#)

*Absence Name

01 - Sick Leave

Reason

Sick

*Start Date

10/28/2021

End Date

10/28/2021

Duration

8.00

Hours

Partial Days

None

Status

Canceled

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

Submit

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

[View Requests](#)
Request Absence

Jane Doe

[Return to View Requests](#)

*Absence Name

02 - Vacation

Reason

Sick

*Start Date

10/28/2021

End Date

10/28/2021

Partial Days

None

Status

Canceled

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

Yes

No

Submit

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.

[View Requests](#)
Request Absence

Jane Doe

[Return to View Requests](#)

Submit

*Absence Name 02 - Vacation
Reason Select Absence Reason
*Start Date 10/28/2021
End Date
Duration 8.00 Hours

Partial Days None

Status Canceled

Check Eligibility

Comments

Attachments

You have not added any Attachments.

Add Attachment

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

[View Requests](#)
Request Absence

Jane Doe

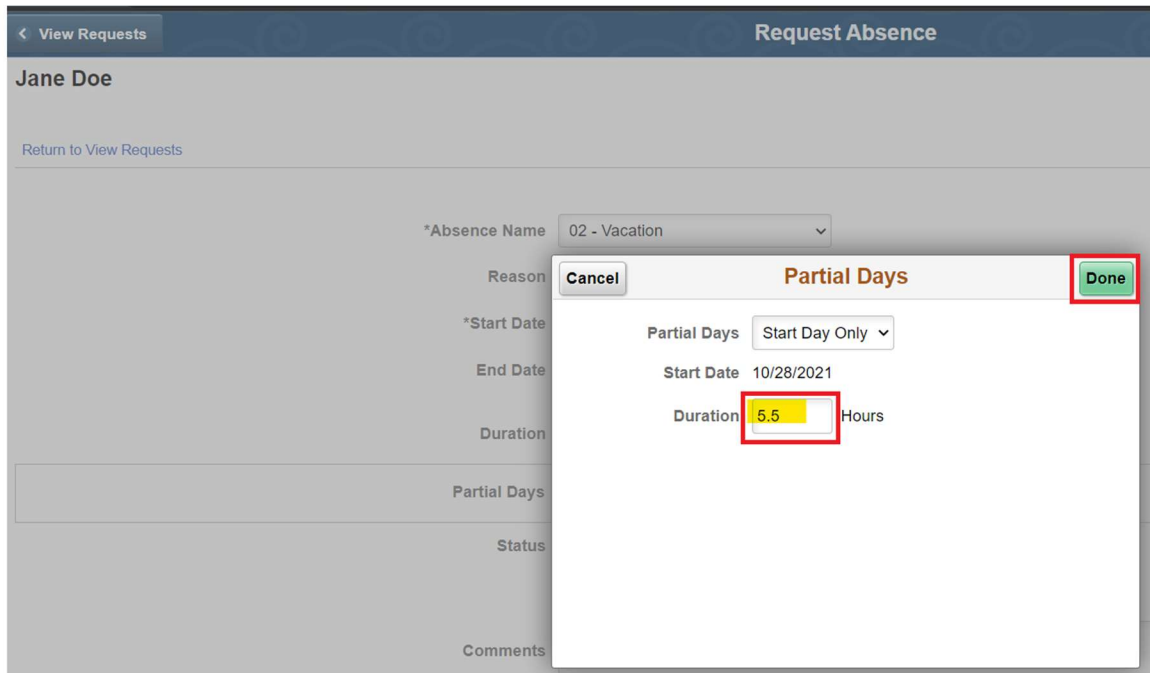
[Return to View Requests](#)

*Absence Name 02 - Vacation
Reason
*Start Date
End Date
Duration
Partial Days
Status
Comments

Cancel
Partial Days
Done

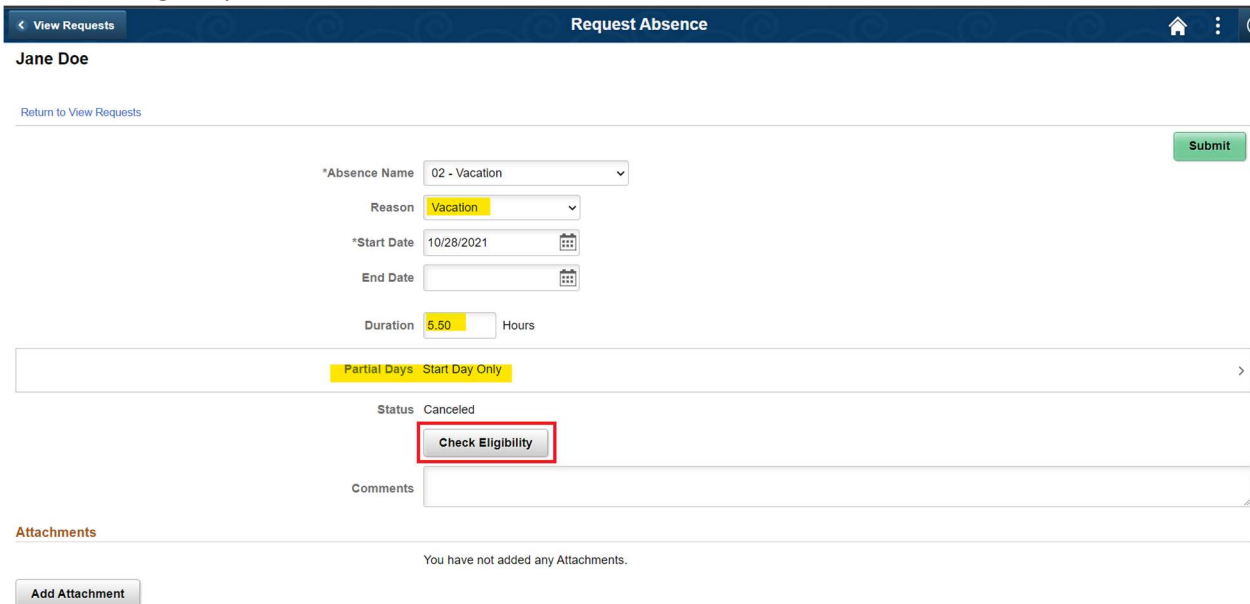
Partial Days
None
All Days
None
Start Day Only

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.



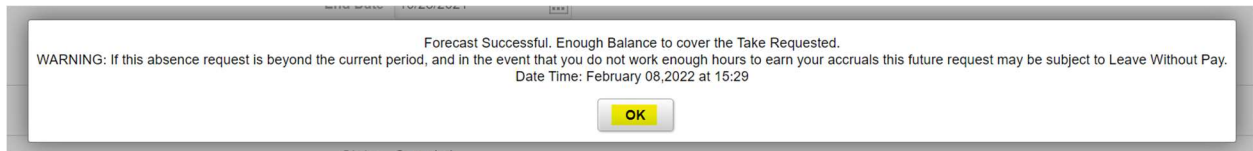
The screenshot shows the 'Request Absence' form for Jane Doe. A modal titled 'Partial Days' is open, showing 'Start Day Only' selected under 'Partial Days'. The 'Start Date' is 10/28/2021, and the 'Duration' is 5.5 hours. The 'Done' button in the top right corner of the modal is highlighted with a red box.

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

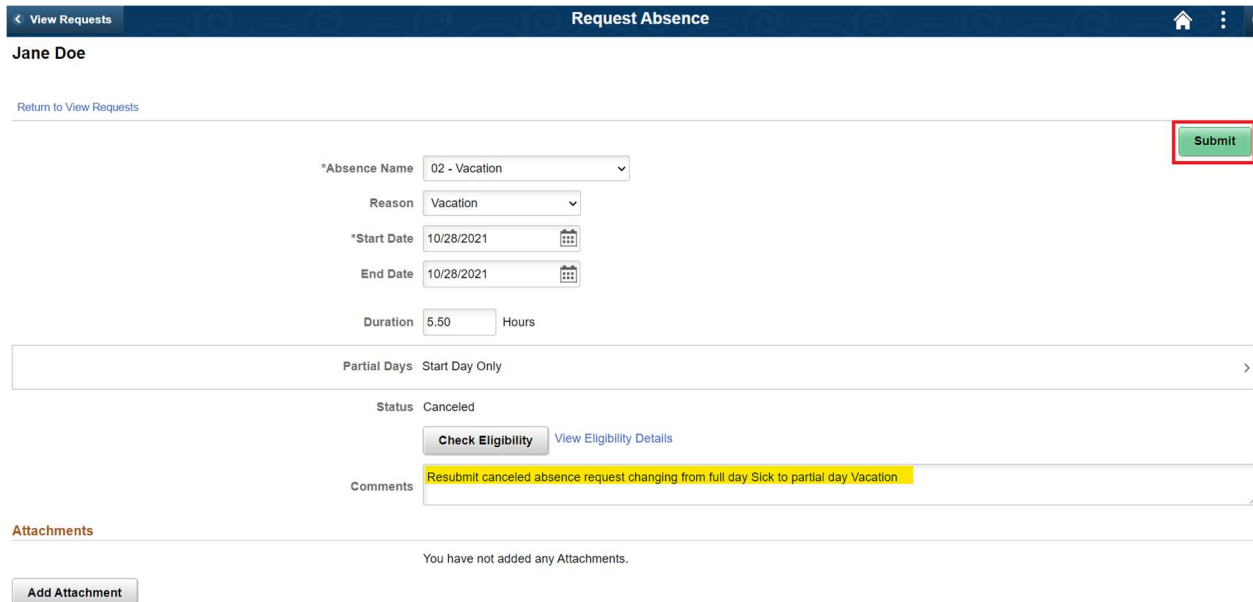


The screenshot shows the 'Request Absence' form for Jane Doe. The form fields are: *Absence Name (02 - Vacation), Reason (Vacation), *Start Date (10/28/2021), End Date, Duration (5.50 Hours), Partial Days (Start Day Only), Status (Canceled), and Comments. The 'Check Eligibility' button is highlighted with a red box. There is also a 'Submit' button in the top right corner.

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.



Request Absence

Jane Doe

[Return to View Requests](#)

[Submit](#)

*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: Canceled

[Check Eligibility](#) [View Eligibility Details](#)

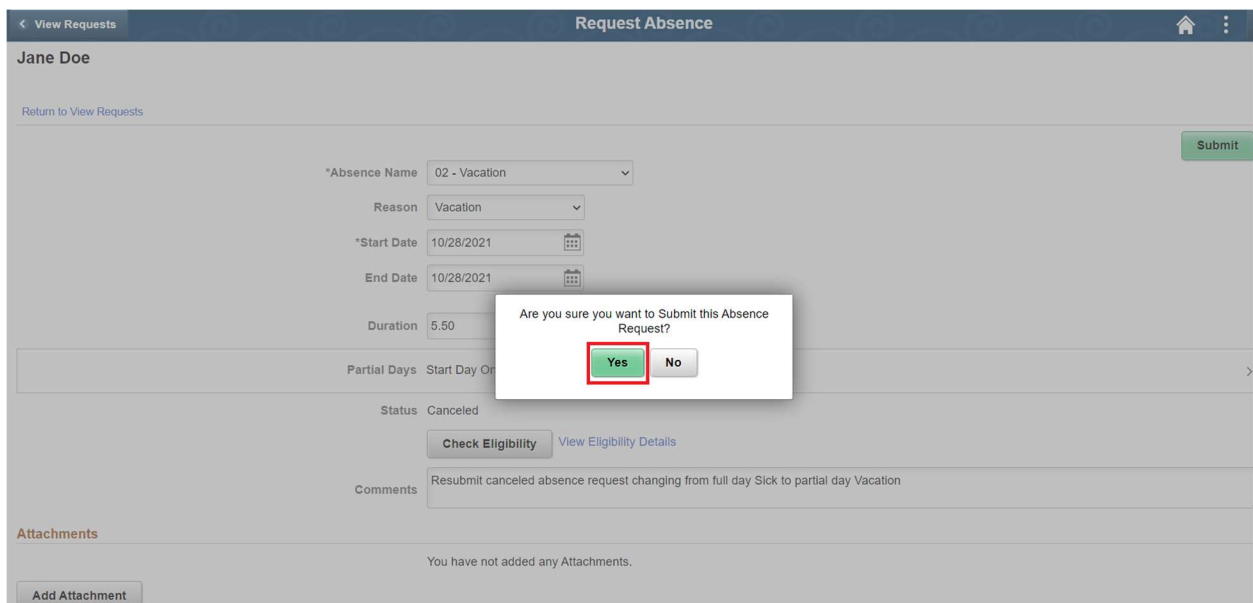
Comments: Resubmit canceled absence request changing from full day Sick to partial day Vacation

Attachments

You have not added any Attachments.

[Add Attachment](#)

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



Request Absence

Jane Doe

[Return to View Requests](#)

[Submit](#)

*Absence Name: 02 - Vacation
 Reason: Vacation
 *Start Date: 10/28/2021
 End Date: 10/28/2021
 Duration: 5.50

Partial Days: Start Day Only

Status: Canceled

[Check Eligibility](#) [View Eligibility Details](#)

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

Attachments

You have not added any Attachments.

[Add Attachment](#)

Are you sure you want to Submit this Absence Request?
 Yes No

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				>