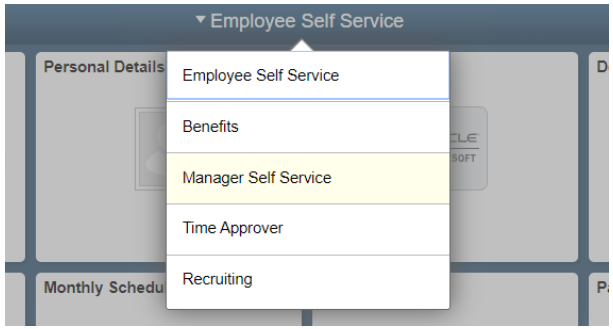
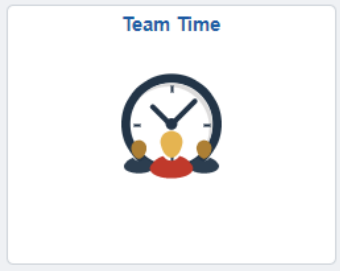
How do I cancel an employee's Absence request as a Manager?

MSS> Team Time tile

1. Select **MSS**.

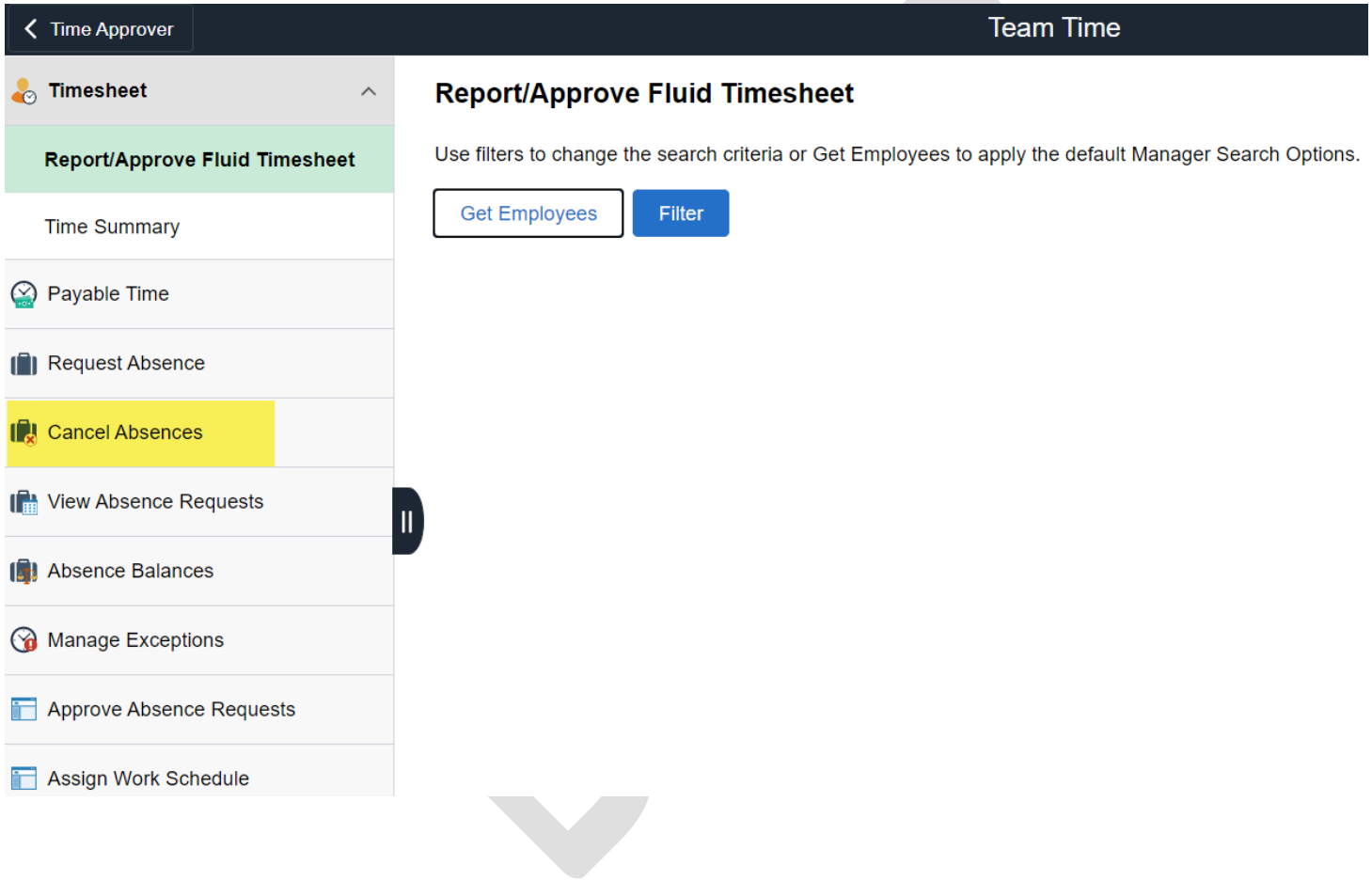


2. Click on the **Team Time** tile

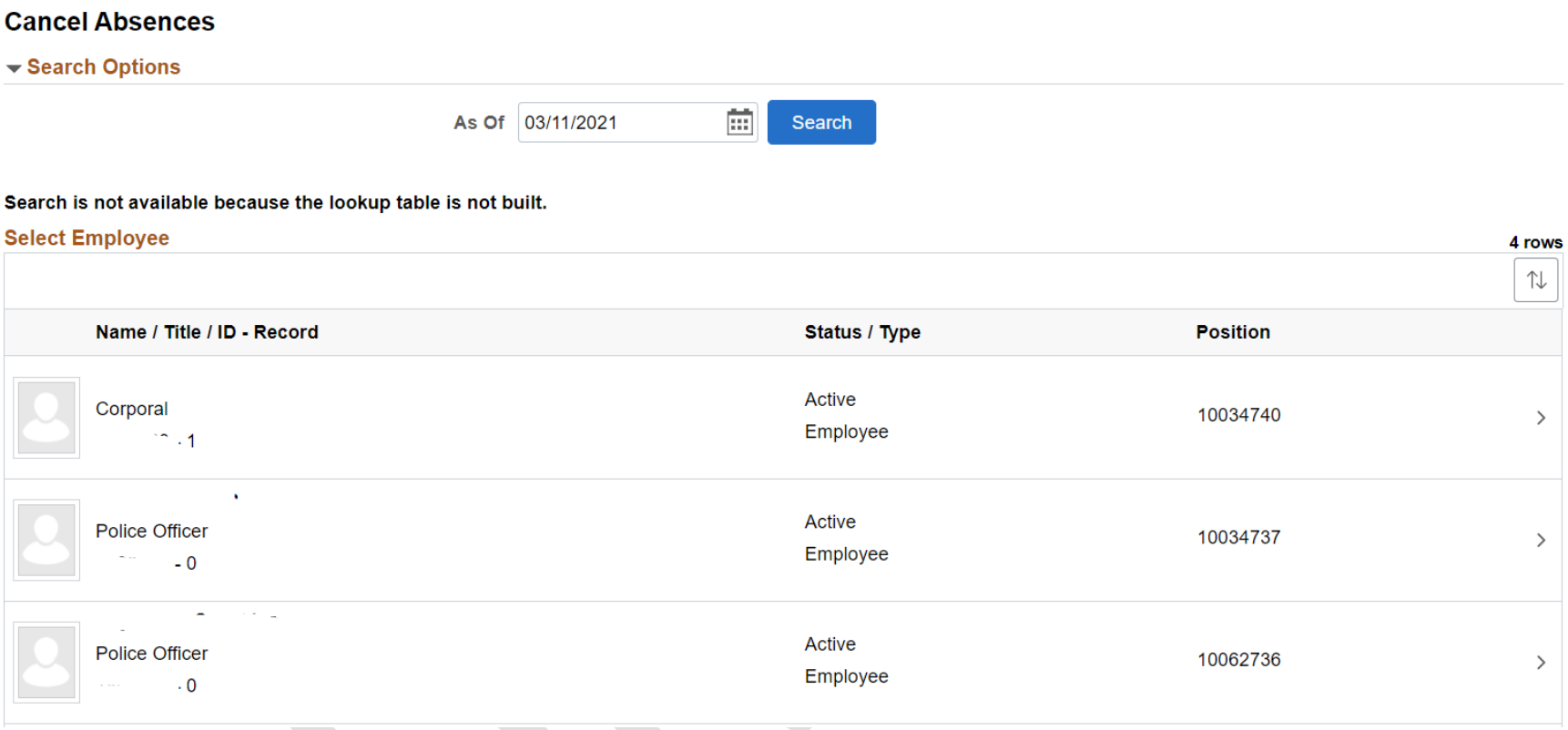


3. Click on the **Cancel Absences** page

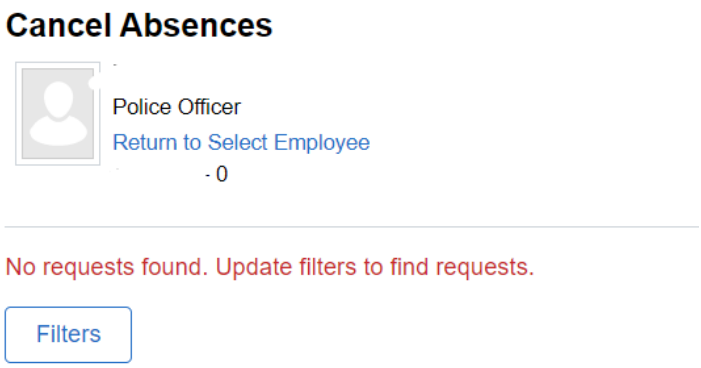
4. Click on Filter to search for employee by **Employee Name** or **ID** and click **Done.** To see all your direct reports click the Get Employees button.

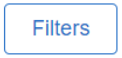


5. A list of employees will appear. To search for an As Of date click on the arrow to allow for **Search Options** by date and click **Search**.

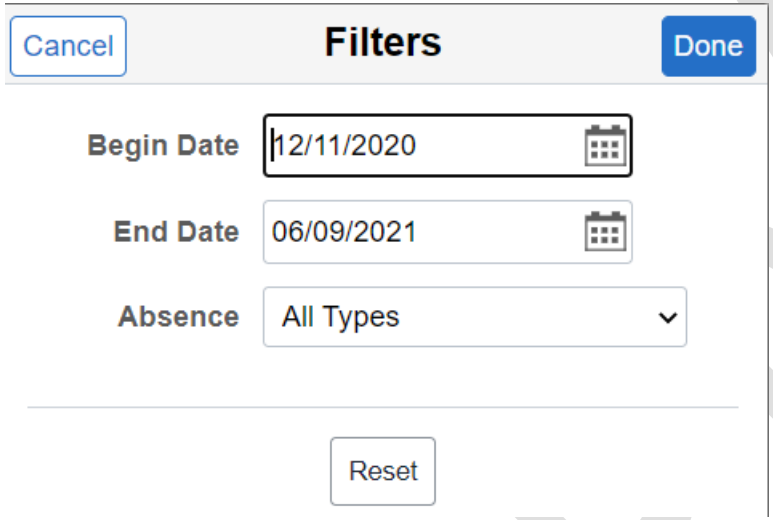


6. Click on the Arrow to the right to view absence requests. The View is set to current date parameters and if no requests were made "No requests found. Update filters to find requests" will appear.

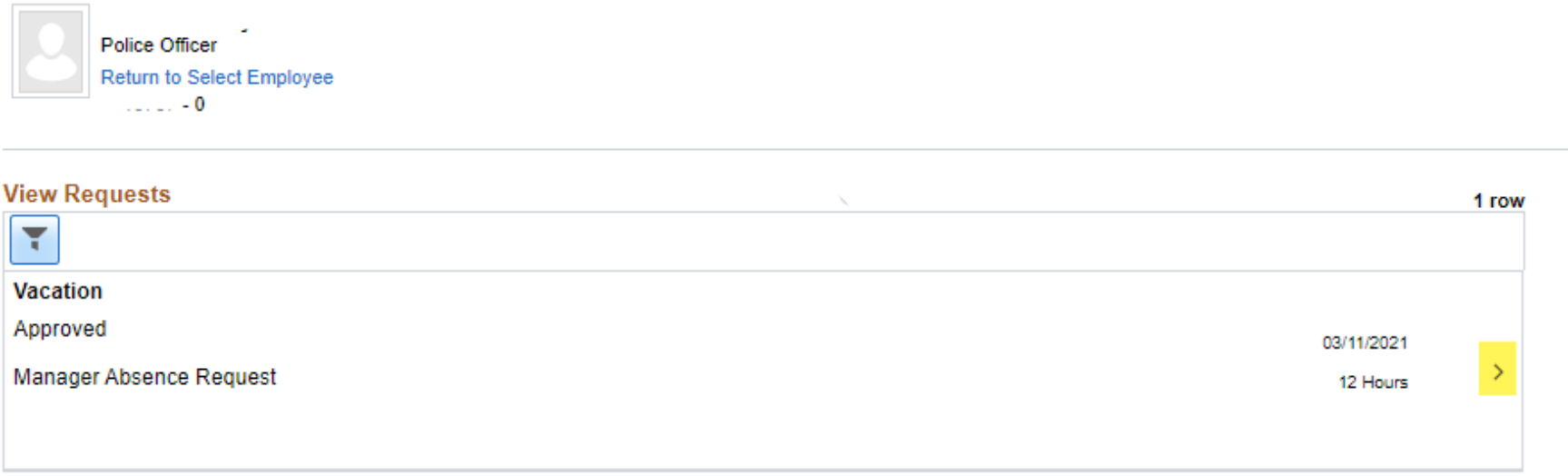


7. Update the date parameters click on 

. A popup will appear to allow you to Begin and End dates including the Absence Event type and click **Done**.



8. Click the Arrow to the right to view the absence event for Cancelation.

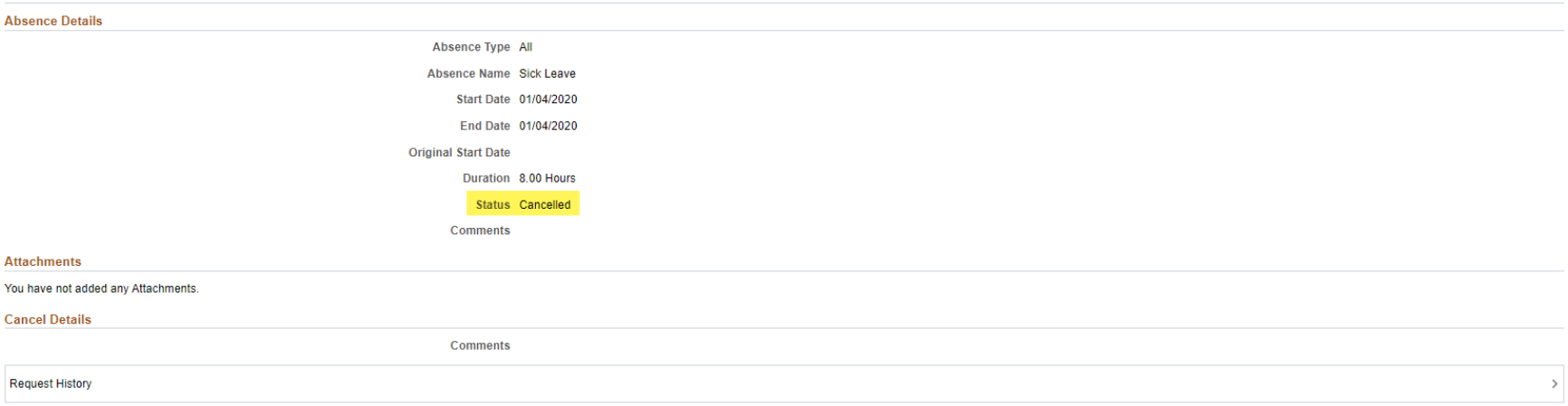


9. Review the request

10. Click Cancel Absence button

11. Confirm you want to cancel the Absence Request.

12. Absence Request will flip to a Cancelled status



13. To navigate back to the Cancel Absence Page you can click on **Return to Cancel Absences** at the top of the page under the Employee's Name to view additional absence requests for the employee or click on the **Cancel Absence** page to view other employees.

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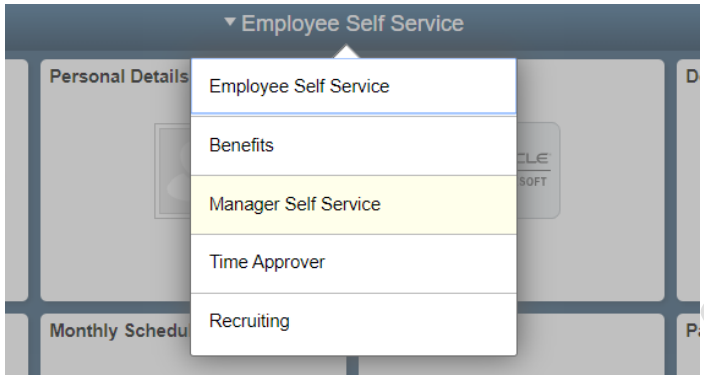
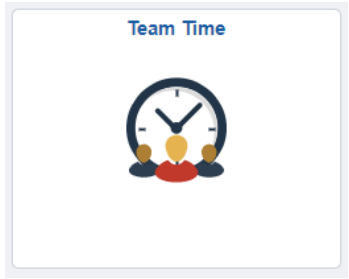
How do I cancel an employee's Absence request as a Manager via the Timesheet?

MSS> Team Time tile

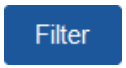
1. Select MSS.



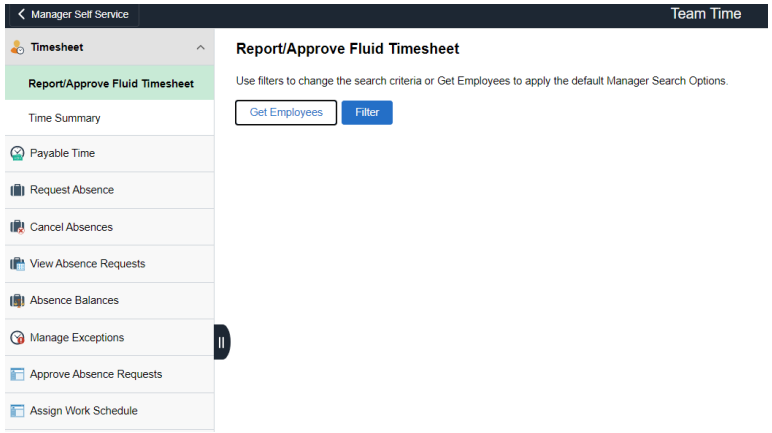
2. Click on the Team Time tile

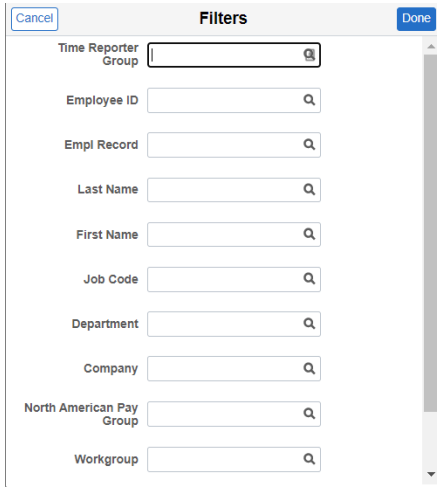


3. Select **Report/Approve Fluid Timesheet**.

1. 4. Click on 

to search by specific filter options such as Time Reporter Group, Employee Name, Employee ID, etc and click **Done**. To search for all employees click on **Get Employees** – by selecting this option it will populate all employees assigned to you.





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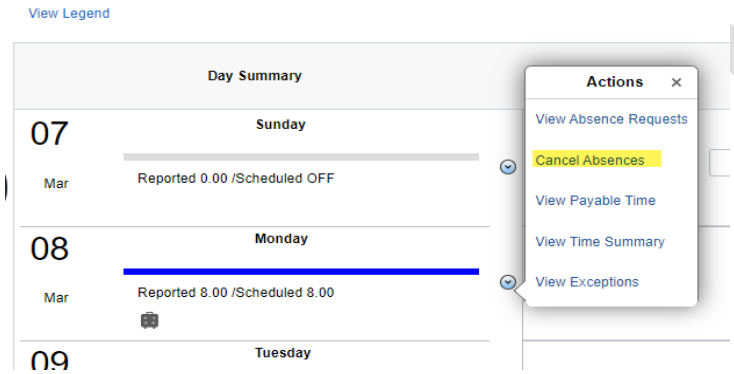
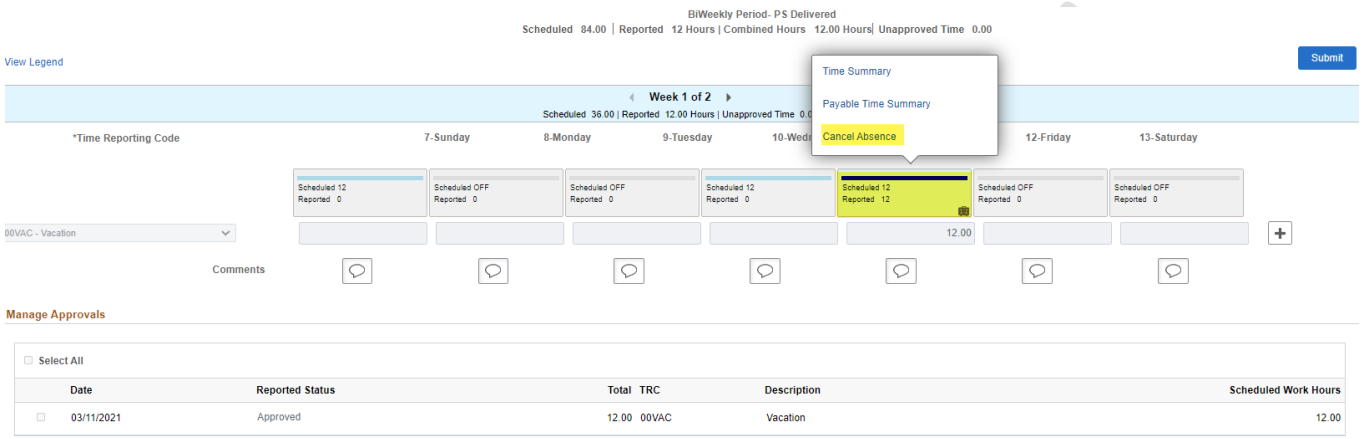
View for a Punch Time reporting Employee – Related Action button is to the Left of the page.

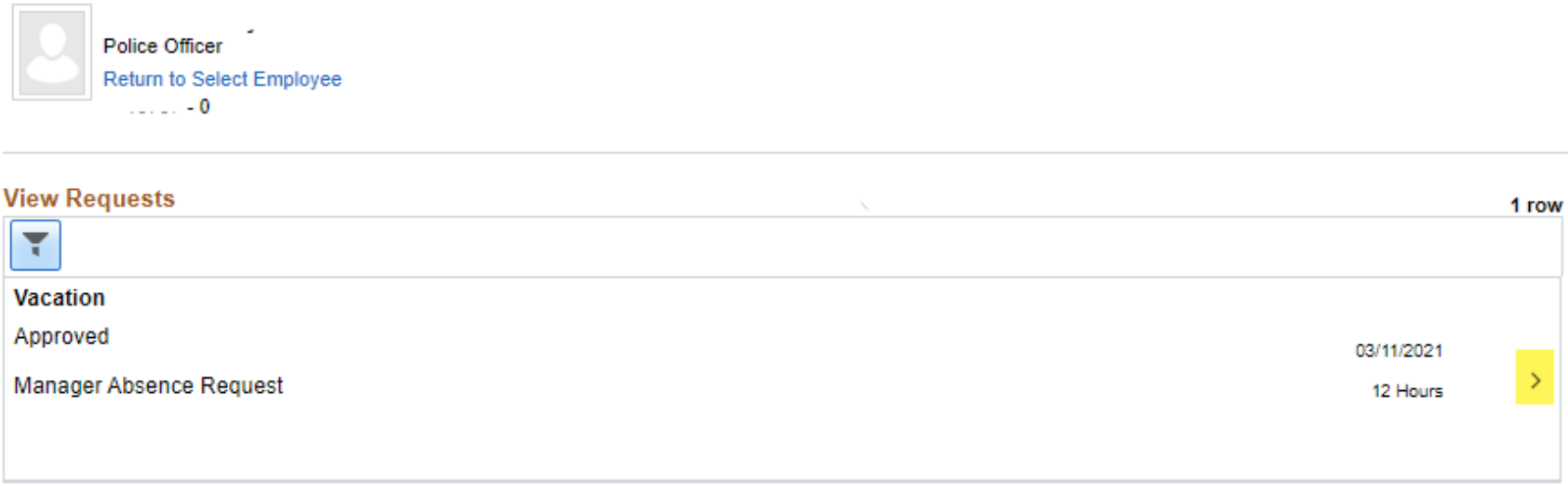


View for an Elapsed Time reporting Employee – Related Actions are viewable by clicking on the Scheduled Hours tab above the timesheet.



5. Select **Cancel Absence** and the absence request will appear.

6. Click on the **Arrow** to the right and options to **Cancel** the absence will appear.



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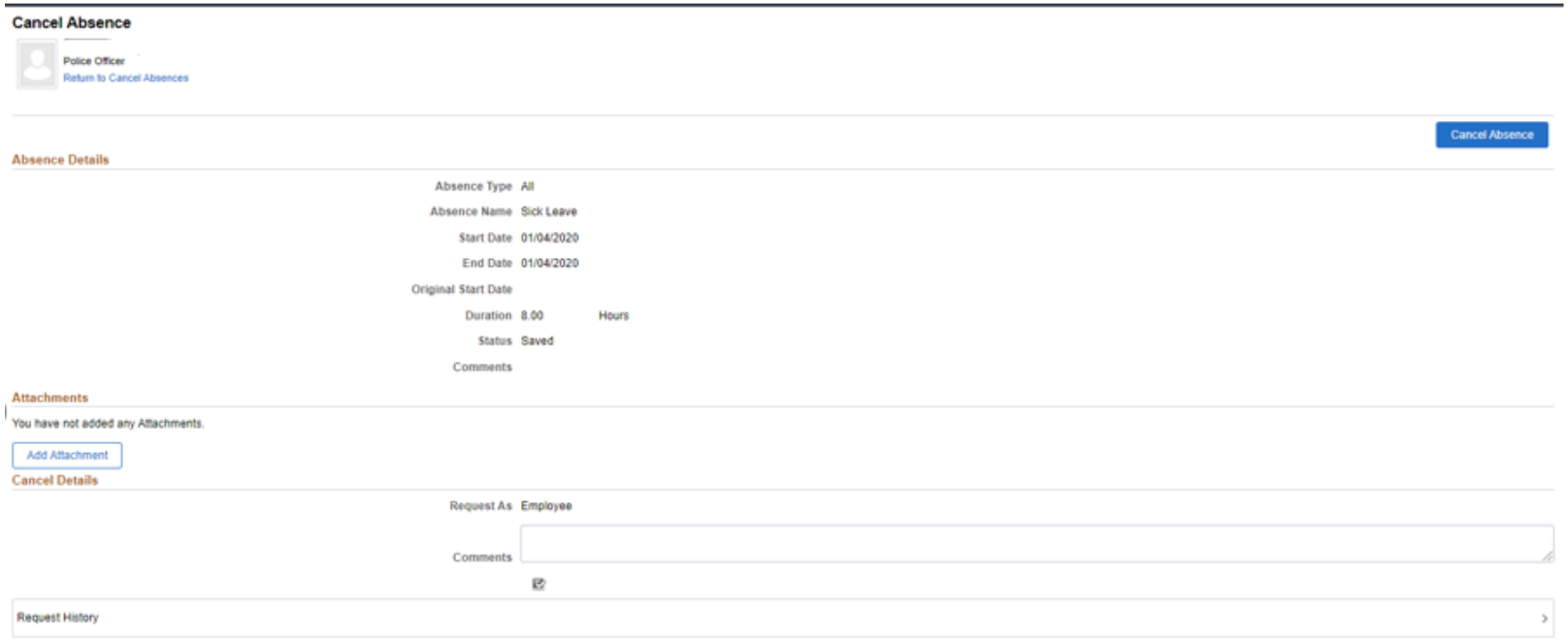
7. Review the request



8. Click Cancel Absence button

9. Confirm you want to cancel the Absence Request.

10. Absence Request will flip to a Cancelled status

Absence Details

Absence Type	All
Absence Name	Sick Leave
Start Date	01/04/2020
End Date	01/04/2020
Original Start Date	
Duration	8.00 Hours
Status	Cancelled
Comments	

Attachments

You have not added any Attachments.

Cancel Details

Comments	

Request History ›

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