[Absence Request – Cancel & Re-Submit](http://ctclinkreferencecenter.ctclink.us/m/79746/l/1186018-9-2-cancel-absence-request-re-submit-request) The QRG is Great

**Purpose**: Use this document as a reference to Cancel Absence Request and Resubmitting Absence Request for the same day.

**Cancel Absence Request**

Navigation: Employee Self Service (Homepage) > Time (Tile) > Cancel Absence (Tile)

1. On the **Employee Self Service** page, select the **Time** tile.



1. On the **Time** page, select the **Cancel Absence** tile.



1. On the **Cancel Absence** page, select the **arrow** on the right side of the date of request you choose to cancel.



1. The **Request Details** page will display. On this page, select the **Cancel Absence** button and when you see a message, select the **Yes** button.
2. Next, select the **Return to Cancel Absences** link in the upper left-hand corner.
3. **The process to cancel an absence request is now complete.**



**Re-Submitting an Absence Request for the Same Day**

1. Navigate back to the **Time** page. From the page, select the **View Requests** tile.



1. On the **View Requests** page, select **Canceled Absence Request** that you wish to re-submit (for the same day).



1. The **Request Details** will show a status of **Canceled**.

[](http://ctclinkreferencecenter.ctclink.us/m/79746/l/1186018/show_image?image_id=3035754)

1. Make changes to the request then select the **Submit** button. The status will change from Canceled to Submitted.
2. **The process to re-submit a canceled absence request (for the same day) is now complete.**

[](http://ctclinkreferencecenter.ctclink.us/m/79746/l/1186018/show_image?image_id=3035760)

That’s it! 😊