



Absence Entry Correction or Deletion

This guide outlines the process to delete absence entries. Either when the manager marks an employee's entry as needs correction or when the employee submits incorrectly and wants to delete the entry. This option is only available if the entry has not been approved by a manager or reviewed by a timekeeper (if applicable).


Step 1:

Navigate to Self Service>Time Reporting>Report Time>Report and View Absences

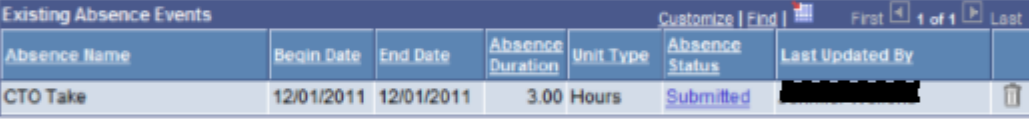



Deleting

At the page entry, Absences that have not been approved or reviewed can be deleted by clicking on the icon:



Then click yes to confirm



Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
CTO Take	12/01/2011	12/01/2011	3.00 Hours		Submitted	[Redacted]	


Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: CTO Take Begins: 12/1/2011 Ends: 12/1/2011

Correcting

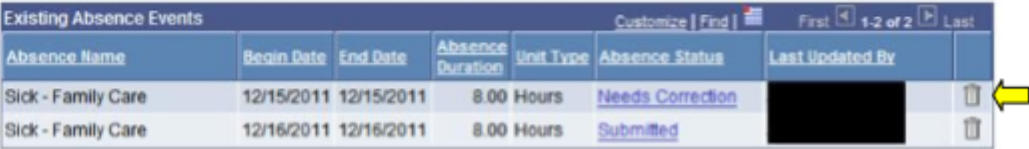
At the page entry, Absences that have been marked as needs correction click on the icon:



Then click yes to confirm

Then go back to Absence entry and re-key absence correctly.

Then submit.



Absence Name	Begin Date	End Date	Absence Duration	Unit Type	Absence Status	Last Updated By	
Sick - Family Care	12/15/2011	12/15/2011	8.00 Hours		Needs Correction	[Redacted]	
Sick - Family Care	12/16/2011	12/16/2011	8.00 Hours		Submitted	[Redacted]	

Confirm Delete

Click **Yes** to Delete this Absence Event

Absence: CTO Take Begins: 12/1/2011 Ends: 12/1/2011