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

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**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

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**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.