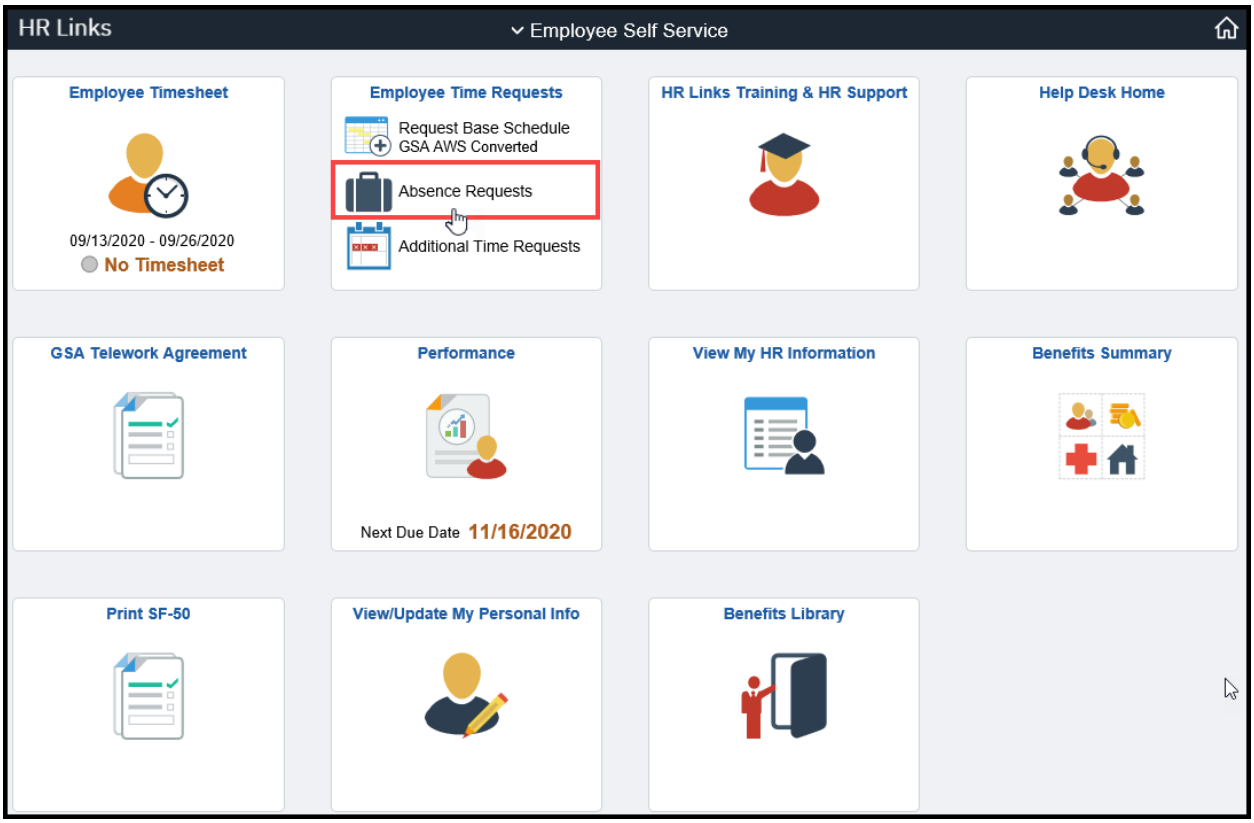
Edit an Absence Request (Employee)

Follow this job aid to learn how to **Edit an Absence Request** in HR Links.

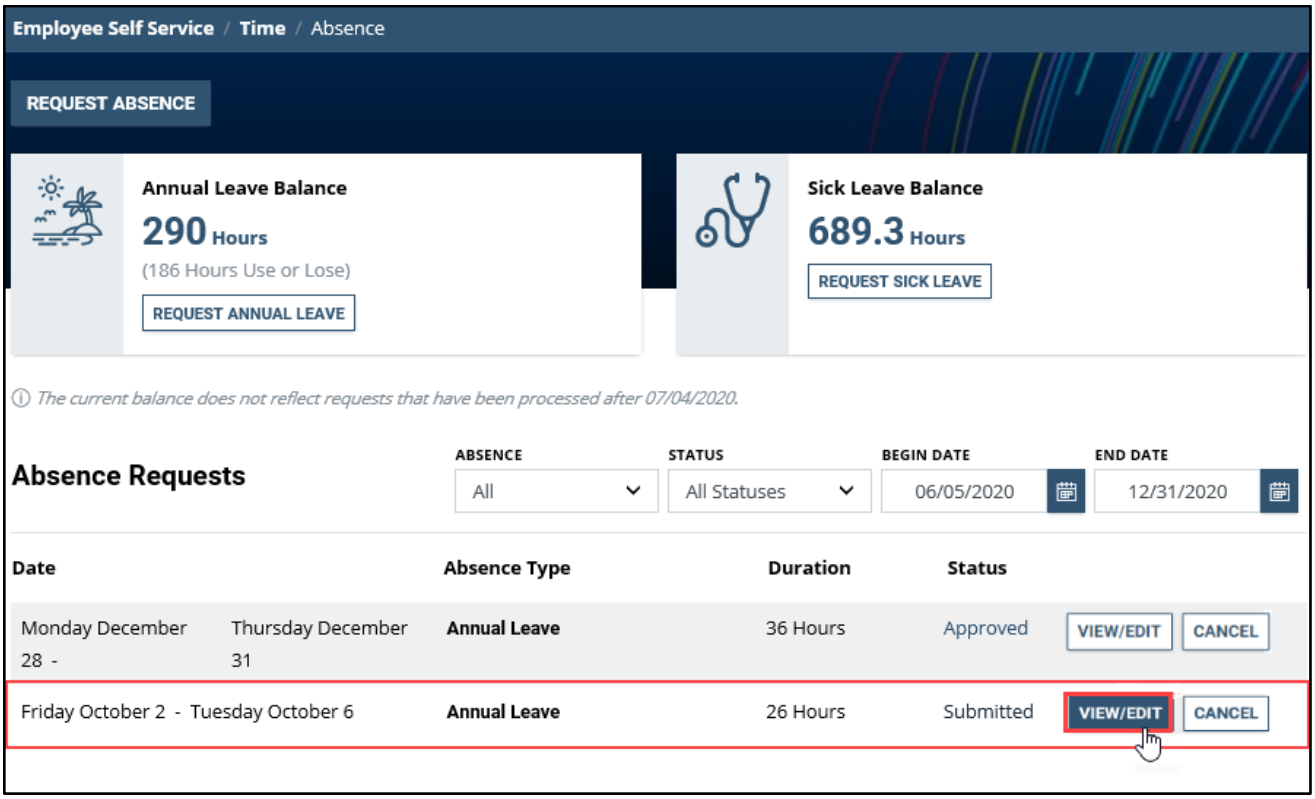
Edit Absence Request from Employee Time Tile

1. Select **Absence Requests** from the **Employee Time Requests** tile on the Employee Self Service homepage.



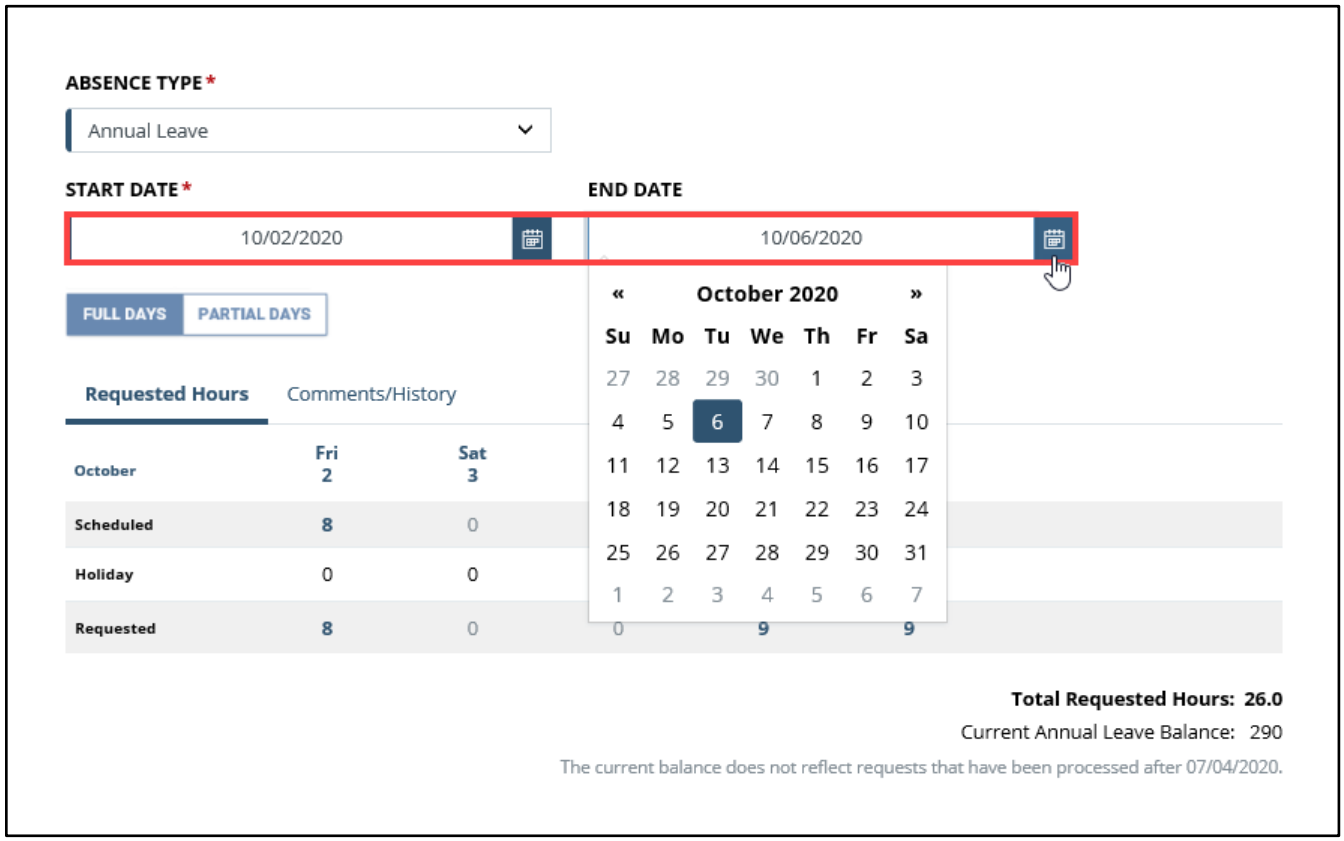
2. Find the **Absence Request** you would like to **edit** under the **Absence Requests** section. Select **View/Edit** for that specific absence request.

   - If you do not see your request in the **Absence Requests** list, you may need to change the **Begin Date** and/or **End Date** in the search parameters to capture the request you are looking for.
   - If you cannot see all of your **Absence Requests** because your list is too long, you can use the dropdown menus/calendars at the top of the list to narrow your search.

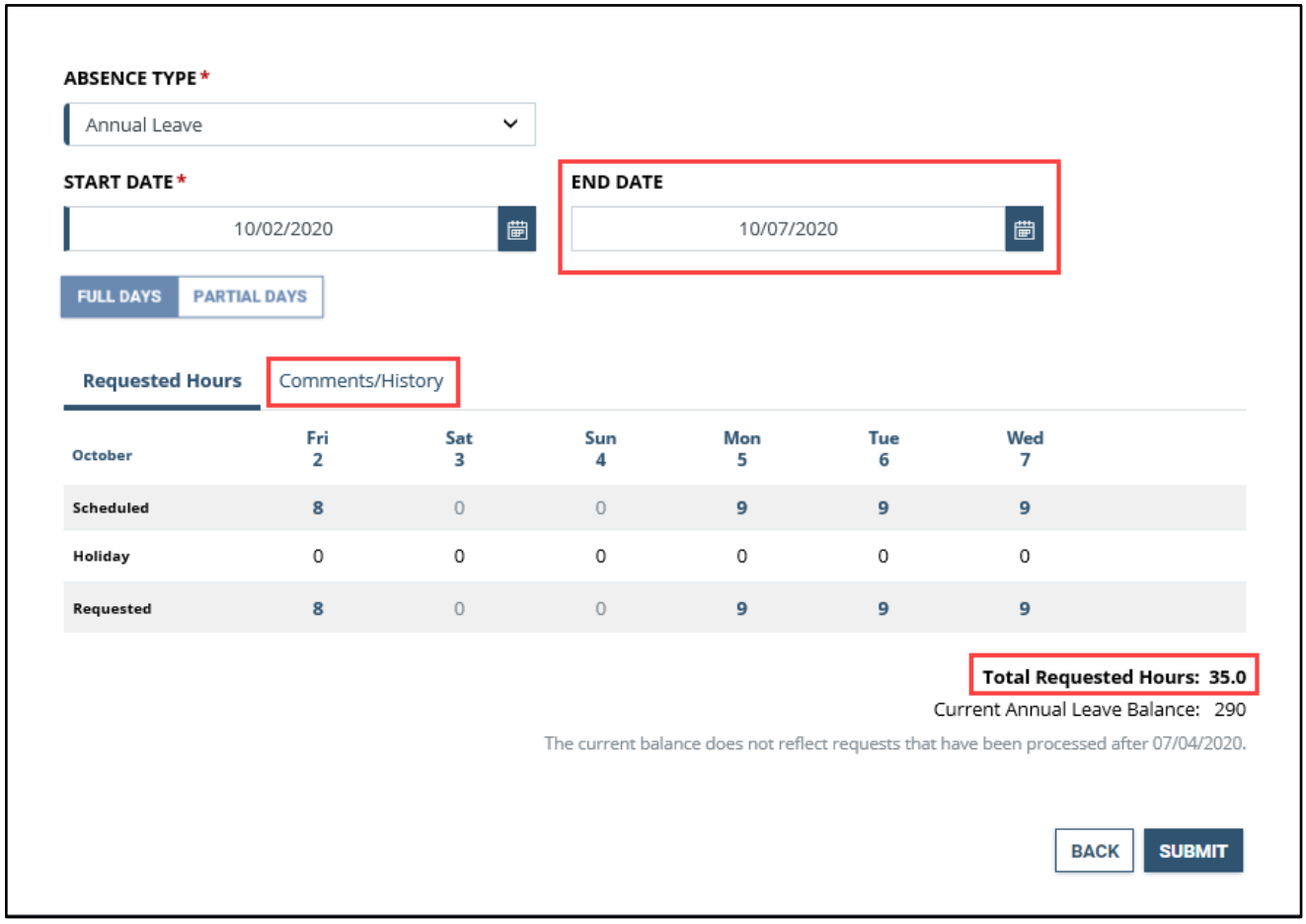


Note: This page defaults to list all Absence Requests, their Duration, and their Status within a specified date parameter.

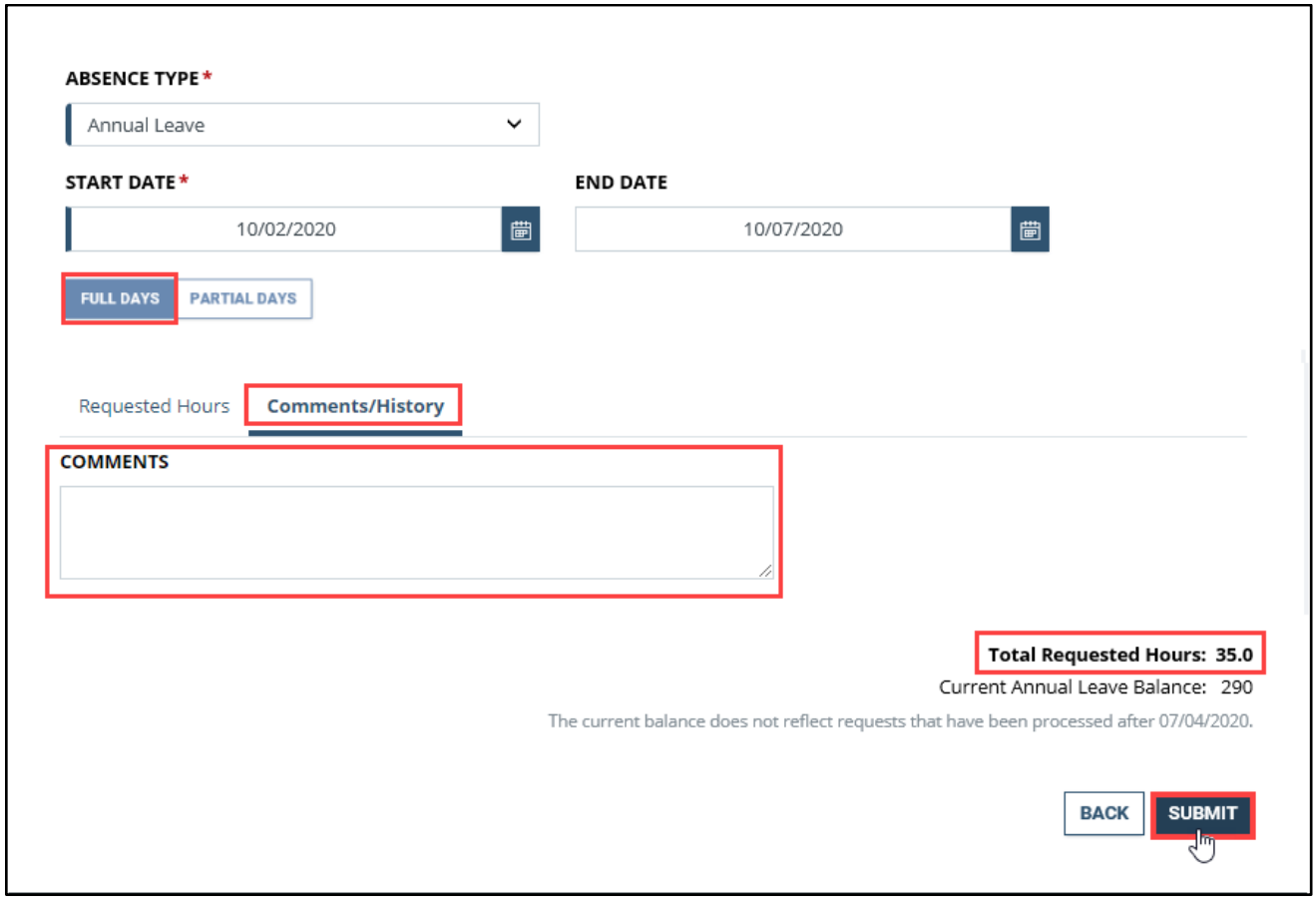
3. Select the icon or type in the new **Start and/or End Date** you want, and select a new **Absence Type** if desired. In this example, one additional Annual Leave day, 10/07/2020, will be added to the request.



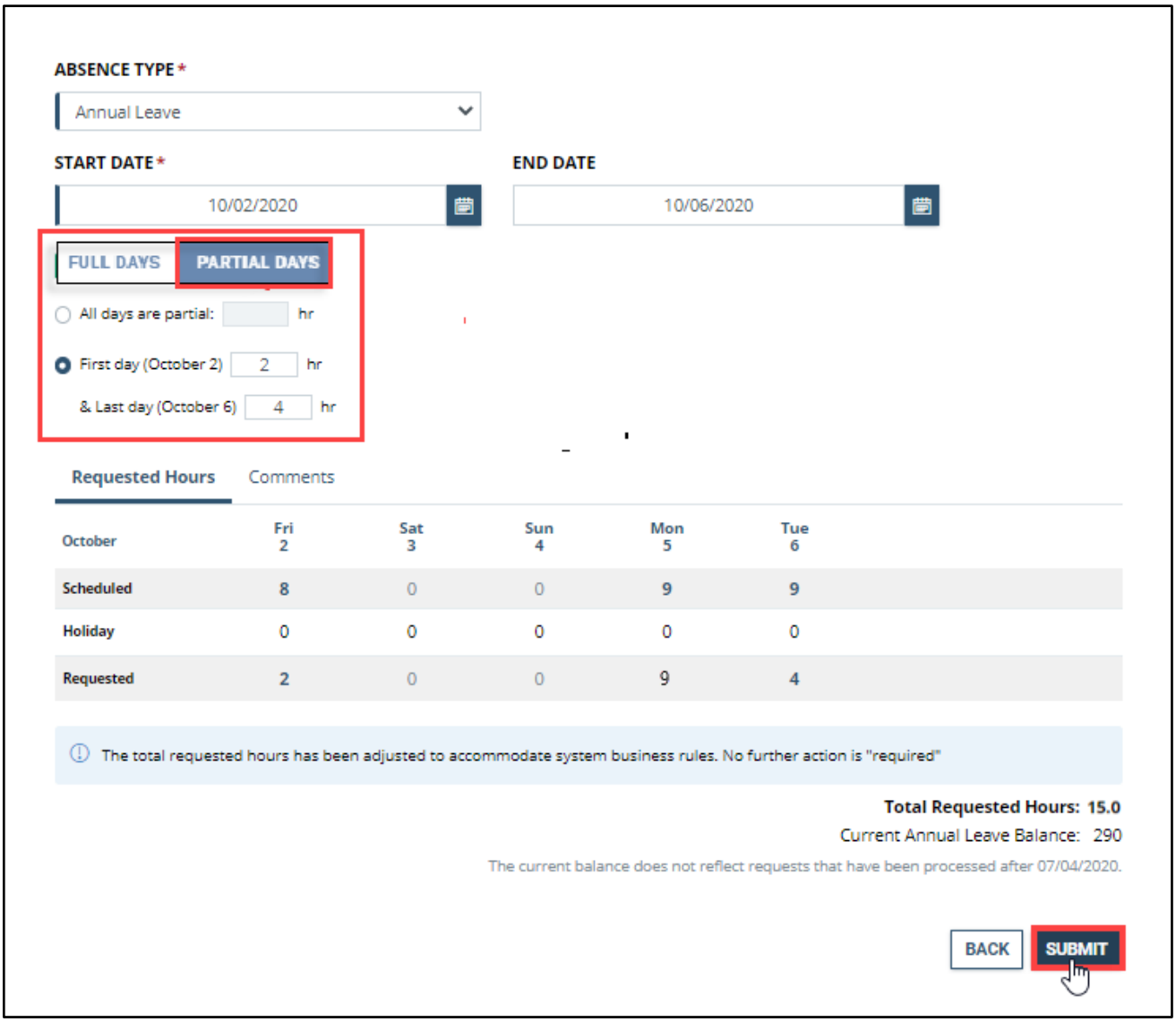
4. Once the **End Date** has been changed, the **Total Requested Hours** are automatically recalculated. If desired, you can add information to your request by selecting the **Comments/History hyperlink.**



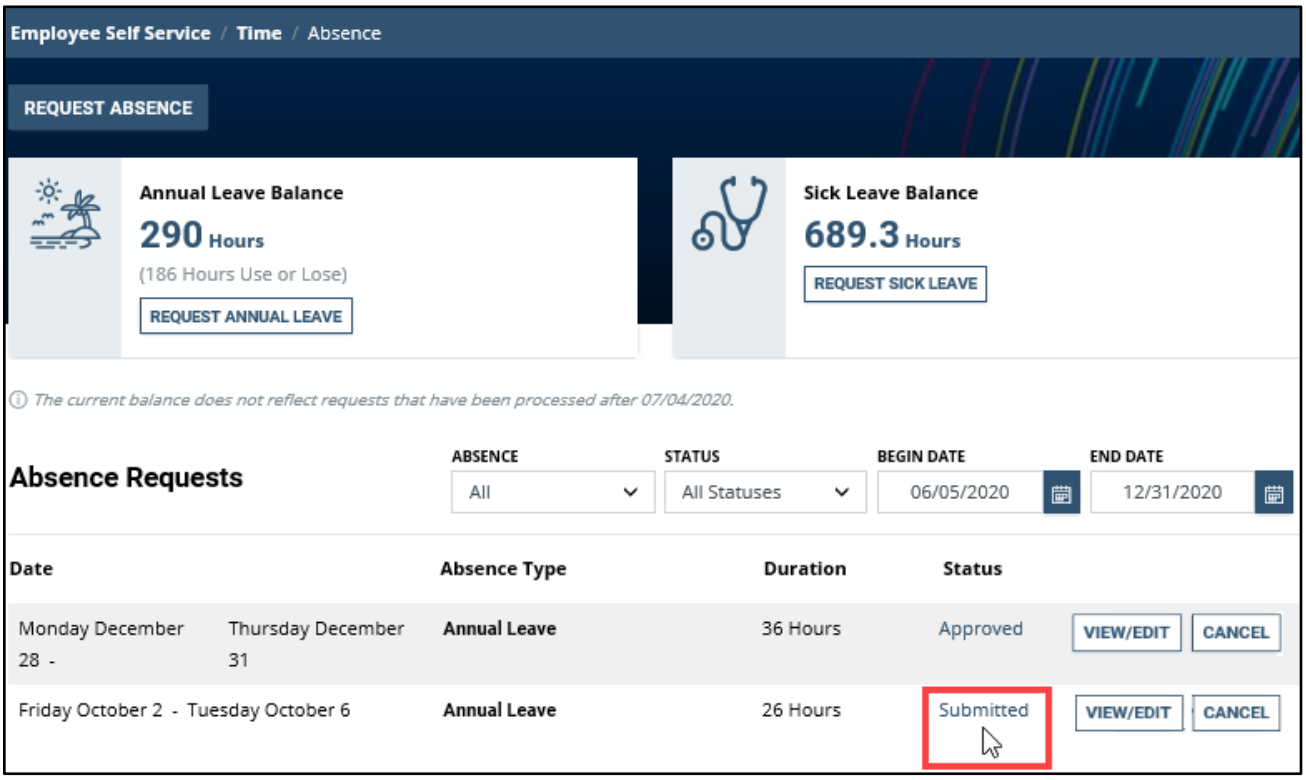
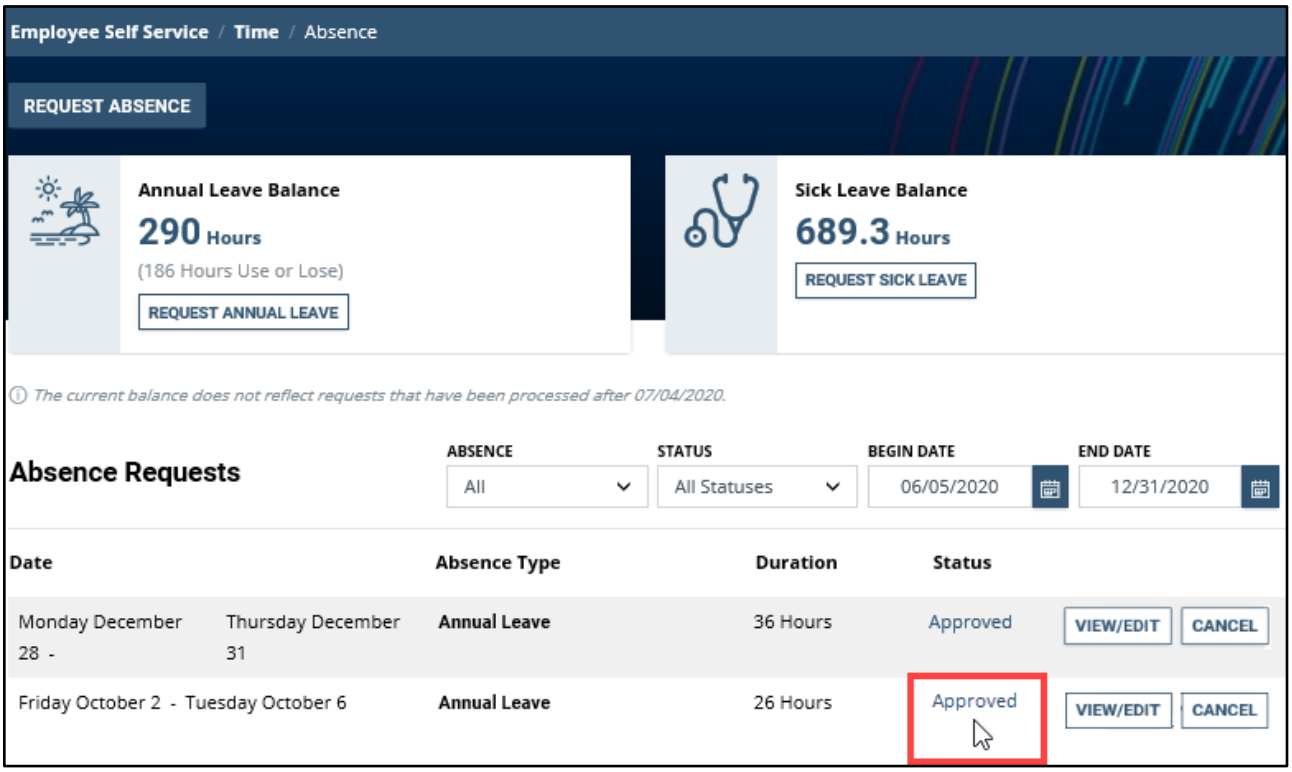
5. An optional **Comments** field will open where you can enter an explanation or description to your request, then select **Submit**.



6. If all or part of your absence request is for partial days of leave, select **Partial Days** and proceed as follows:
    - If "**All days are partial**" leave days in your request, enter the number of hours you are requesting for each day. **The number of hours you enter will apply to all of the days in the period.**
    - If only the "**First and Last Day"** of your request are partial leave days, as in the example below, enter the number of hours you want to request for each of those days into the corresponding fields. You may not enter **0** for either of these days.
    - Select **Submit** to complete the process.


ABSENCE TYPE *
Annual Leave
START DATE *
10/02/2020
END DATE
10/06/2020
FULL DAYS
PARTIAL DAYS
All days are partial: hr
First day (October 2) 2 hr
& Last day (October 6) 4 hr
Requested Hours
Comments
October
Fri 2
Sat 3
Sun 4
Mon 5
Tue 6
Scheduled 8 0 0 9 9
Holiday 0 0 0 0 0
Requested 2 0 0 9 4
The total requested hours has been adjusted to accommodate system business rules. No further action is "required"
Total Requested Hours: 15.0
Current Annual Leave Balance: 290
The current balance does not reflect requests that have been processed after 07/04/2020.
BACK
SUBMIT

7. You will return to the Request Absence screen. The request you edited will have a Status of **Submitted** and is now awaiting your supervisor's approval.



8. Once the absence request is approved by your supervisor, the **Status** will be updated to **Approved**. *You are all set!*