

Cancel an Absence/OT Request (Timekeeper)

1. From the Employee Self Service home page, select the drop-down at the top of the screen, and choose **Time Administration**.

		▼ Employee Self Service		
Employee Time	Personal Details	Employee Self Service	y	Performance
		My Homepage		
		Workforce Administrator		
		Time Administration		
Print SF-50	Benefits Library			
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a. <u>Follow these instructions</u> to add the Time Administration page/tile to your homepage.

2. Select the Time Administration tile.



a. It might take a moment for the Time Administration page to load.



3. On the **Report Employee Time** tab, change the **Date** field or **Previous/Next Period** hyperlinks in the **Change View** section to the pay period you want to cancel the absence/OT request.

Time Administration		Time Adminis	tration
🕜 Report Employee Time	Report Time		
🛗 Assign Employee Schedule	Employee Selection		
III Time Administration Analytics	Change View *View By Calendar Period *	Show S	chedule Information
Time Administration Queries	Date 08/05/2018 🕅 🛃	Previous Pe	riod Next Period
	Time Summary Demographics August	2018	
	ast Name First Name 5 6 7	Hours 1 2 3 4 8 9 10 11 5 16 17 10	to be Reported Scheduled Exce
	bbott Janet 19 20 21 2	2 23 24 25	0.0 0.0 80.0
	Abbott Ruby 26 27 28 2	9 30 31 (TSPT)	0.0 0.0 80.0
	lvarez Kadyn		0.0 0.0 80.0
	undrade Zander 🕙 Curre	ialist	0.0 0.0 80.0
	Julie 00000044	Realty Services Officer	0.0 0.0 80.0
	Brielle 00000096	Building Manager	0.0 0.0 80.0
	larrera Lexi 00000732	Site Acquisition and Relocatio	0.0 0.0 80.0

- 4. Select the **refresh** button (^(*)) if you select the calendar icon.
- 5. A list of employees will appear. Enter search criteria in the **Employee Selection** section, and select the **Get Employees** button.

Report Time									
Timesheet S	ummary								
The Employee S	election								
Employee Selec	ction Criteria				(Get Employees			
Selection Criterion		Selectio	n Criterion Value			Clear Cataria	5		
Time Reporter Gro	pup			Q		Clear Criteria			
Employee ID				Q		Save Criteria			
Last Name				Q					
First Name		Kylie		Q					
Department				Q					
Workgroup				Q					
Taskgroup				Q					
Change View									
*View By	Calendar Period	•		Show S	chedule Info	ormation			
Date	08/05/2018 🛐 🍫			Previous Pe	eriod	Next Period			
Employees For	, Time Needing App	roval From 08	/05/2018 - 08/18/2018						
Time Summary	Demographics	D							
Last Name	First Name	Employee ID	Job Title	Period E	Begin Date	Period End Date	Hours to be Approved	Reported Hours	Scheduled Hours
Abbott	Janet	00000483	Program Analyst	08/05/2	018	08/18/2018	0.	0.0	80.0
Abbott	Ruby	00000760	IT Specialist (CUSTSPT)	08/05/2	018	08/18/2018	0.	0.0	80.0
Alvarez	Kadyn	00000093	Realty Officer	08/05/2	018	08/18/2018	0.	0.0	80.0
Andrade	Zander	00000794	Preservation Specialist	08/05/2	018	08/18/2018	0.	0.0	80.0
		00000044		00/05/0		0011010010			00.0



6. Select the employee for whom you would like to cancel the absence or overtime request.

Employee Se	election							
Employee Selec	tion Criteria				Get Emplo	oyees		
Selection Criterion		Selectio	n Criterion Value		Clear Cri	teria		
Time Reporter Gro	up			Q	Save Cri	toria		
Employee ID				Q	Save on	lena		
Last Name				Q				
First Name		Kylie		Q				
Department				Q				
Workgroup				Q				
Taskgroup				Q				
Change View								
*View By	Calendar Period	Ŧ		Show So	chedule Information			
Date 0	8/05/2018	\$		Previous Pe	riod Ne	xt Period		
Employees For Time Summary	, Time Needing Ap	proval From 08	8/05/2018 - 08/18/2018					
Last Name	First Name	Employee ID	Job Title	Period Begin Date	Period End Date	Hours to be Approved	Reported Hours	Schedule Hour
Dominguoz	Kylie	0000031	Building Manager	08/05/2018	08/18/2018	72.0	72.0	80

7. The employee's timesheet will appear. Go to the **Absence/OT** tab.

C Time Administration									Ti	ime A	dmini	istrati	ion			
Report Employee Time	Times	neet														
T Assign Employee Schedule	Kylie D Building I	omingu Nanager	lez				Employee ID 00000031 Empl Record 0									
Time Administration Analytics V	Actions - Select	Actions Earliest Change Date 08 Select Another Timesheet							Date 08/06	6/2018						
jj Time Administration Queries 🗸 🗸		*View By Calendar Period Previous Period Date 08/05/2018							od Ne	xt Period						
		Sche	duled H	ours 80.	0		Repor	ted Hours	\$ 80.0			Pri	int Timeshe	eet		
	From S	unday 0	B/05/201	8 to Sat	urday 0	8/18/2018	?									
	Sun 8/5	Mon 8/6	Tue 8/7	Wed 8/8	Thu 8/9	Fri 8/10	Sat 8/11	Sun 8/12	Mon 8/13	Tue 8/14	Wed 8/15	Thu 8/16	Fri 8/17	Sat 8/18	Total	Time Reporting Cod
		4.0	4.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		72.0	001-Regular Time
		4.0	4.0												8.0	Sick Leave
	Sa	ve for Lat	er		Submit											
	Report	ed Time S	Status	Summa	ry <u>A</u> b	sence/OT	Exc	eptions								
	Report	ed Time	Status			d	m					P	ersonalize	Find	ي ا ح	1-12 of 12
	Date	Rep	orted Sta	tus		Tota	I TRC			Descript	ion			Sched Hrs	Con	iments
	08/06/20	18 App	proved			4	0 001			001-Reg	jular Time			8.00		
	08/06/20	18 App	roved			4	0 050			Sick Lea	ive			8.00		
	08/07/20	18 App	proved			4	0 001			001-Reg	jular Time			8.00		
	08/07/20	18 App	roved			4	0 050			Sick Lea	ive			8.00		
	08/08/20	18 Apr	proved			8	0 001			001-Reg	jular Time			8.00		
	08/09/20	18 App	proved			8	0 001			001-Reg	jular Time			8.00		
	08/10/20	18 App	proved			8	0 001			001-Reg	jular Time			8.00		



8. Select the **Edit** button on the absence event that needs to be cancelled.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun 8/4.2	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Co	ode	Ð
0/5	2.0	2.0	0/0	0/3	0/10	0/11	0/12	0/13	0/14	0/15	0.10	0.17	0/10	69.0	001 Regular Tim	20	
	2.0	2.0	0.0	0.0	0.0			0.0	0.0	0.0	0.0	0.0		00.0	oor-regular mi		<u> </u>
	6.0	6.0												12.0	Sick Leave		H
Reporte	d Time St	tatus	<u>S</u> ummary	Abso	ence/OT	Except	tions									Personalize (7)	
<u>R</u> eporte Absenc Absenc	d Time St ce Event	tatus	<u>S</u> ummary	Abs	ence/OT	Except	tions									Personalize [쾨	
<u>R</u> eporte Absenc Absenc Edit	d Time St ce Event ce Take *Start D	tatus ts ? TTTD	Summary	Absend	ence/OT	Except	tions	U	nit [Details	Status	8	Appro	oval	Source	Personalize 문고 Cancel	

9. Select the **Cancel** checkbox.

Reported	Time Status	Summary	Absence/OT	Exception:	S						
Absence Events ? Absence Take											
Edit	*Start Date	End Date	Absence Name		Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel
Edit	08/06/20	08/07/20 🛐	Sick Leave	T	12.00	Hours	Details	Approved	Approval Monitor	Manager Timesheet	R
Add A	Absence Event										45

10. Update the timesheet due to the absence cancellation for 8/6 and 8/7, and select the **Submit** button.

Timesheet							
Kylie Dominguez		Emplo	yee ID 00000031				
Building Manager		Empl F	Record 0				
Actions -		Earliest Chang	e Date 08/19/201	8			
Select Another Timesheet							
*View By Calendar Period	•	1	Previous Period	Next Period			
*Date 08/05/2018 🛐 🍫							
Scheduled Hours 80.0	Reported Hours 80.0		Print Timesheet				
From Sunday 08/05/2018 to Saturday 08/18/201	8 2						
Sun Mon Tue Wed Thu Fri 8/5 8/6 8/7 8/8 8/9 8/10	Sat Sun Mon 8/11 8/12 8/13	Tue Wed Thu 8/14 8/15 8/16	Fri Sat 8/17 8/1	t Total 8	Time Reporting	Code	Туре
8 8 8.0 8.0 8.0	8.0	8.0 8.0 8	0 8.0	68.0	001-Regular Ti	ime 🔻	Hours
6.0 6.0				12.0	Sick Leave		Hours
Save for Later Submit Reported Time Status Summary Absence Ref	Exceptions						
Absence Events (?)						Personalize 🗇	
Absence Take							
Edit *Start Date End Date Absence Name	e Duration	Unit Type Details	Status	Approval Monitor	Source	Cancel	
Edit 08/06/20 🕅 08/07/20 🕅 Sick Leave	▼ 12.00	0 Hours Details	Approved	Approval Monitor	Manager Timesheet		
Add Absence Event							



11. An attestation message will appear. Select the **Yes** button.

4.(8.0 Sick Leave	
	Once Approved the status cannot be reverted back. (20020,20)	l
1	By clicking Yes, you are certifying that all reported time was worked and approved according to law and regulation.	l
5	Select Yes to confirm and complete the status change, No to return to the page without updating the status.	nal
	Yes No	

- 12. The status for the absence event will change to **Cancelled**.
 - a. If the event was leave, it will automatically be removed from the timesheet.
 - b. If the event was overtime, credit hours earned, comp time earned, or travel comp time earned, remove the item manually by clicking the minus icon at the end of the row on the timesheet. If there are multiple days with these types of earning, you will have to zero out the hours on each day you are cancelling.

Timesheet						
Kylie Dominguez		Emp	ployee ID 0000003	31		
Building Manager		Emp	ol Record 0			
Actions		Earliest Cha	nge Date 08/19/20)18		
Select Another Timesheet						
*View By Calendar Period			Previous Period	Next Period		
*Date 08/05/2018 🛐 🗘						
Scheduled Hours 80.0	Reported Hours 80.0		Print Timesheet			
From Sunday 08/05/2018 to Saturday 08/18/2018	1 🕐					
Sun Mon Tue Wed Thu Fri 8/5 8/6 8/7 8/8 8/9 8/10	Sat Sun Mon 8/11 8/12 8/13	Tue Wed T 8/14 8/15 8	Thu Fri S 16 8/17 8/	at Total 18	Time Reporting Co	de
8.0 8.0 8.0 8.0 8.0		0.8.0 8.0	8.0 8.0	80.0	001-Regular Tim	e '
Save for Later Submit Reported Time Status Summary Absence/OT	Exceptions					
Absence Events ?					F	Personalize 🔄
Absence Take						
Edit *Start Date End Date Absence Name	Duration	Unit Type Details	Status	Approval Monitor	Source	Cancel
Edit 08/06/2018 08/07/2018 Sick Leave	12.00	Hours Details	Cancelled	Approval Monitor	Manager Timesheet	
Add Absence Event			6			