

Edit a Saved, Denied or Pushed Back Absence Request

1. Log into [PeopleSoft Employee Self Service \(ESS\)](#). This is the same portal used to view your paycheck.
2. Click on the **Time and Absence** tile then the **Absence Request History** tile.
3. In the list of absences, look for the saved, denied, or pushed back absence request. If necessary, set the date range and click **Refresh**. Click **Edit**.
4. Make any necessary changes, then submit for approval.

NOTE ABOUT DENIED REQUESTS: If your manager denied the request, you may not resubmit it with the exact same date(s), absence name, or comments; you must change the request in some way.

Cancel an Absence Request

1. Log into [PeopleSoft Employee Self Service \(ESS\)](#).
2. Click on the **Time and Absence** tile then the **Absence Request History** tile.
3. In the list of absences, look for the absence request that you want to cancel. If necessary, set the date range and click **Refresh**. Click **Cancel**.
4. Scroll to the bottom of the page. Click **Cancel Absence**.
5. You should see a message that says, "Are you sure you want to Cancel this Absence Request?" Click **Yes**. This will cancel the absence request.
6. A confirmation message will appear that says, "The Absence Request was successfully canceled." Click **OK**.
 - An email message regarding the cancelation will be sent to your manager.
 - You (employee) will receive an email notification indicating that the request was canceled. The exception is if your manager had denied or pushed back your request; in that case you will not receive an email notification when you cancel.
 - Your debited hours will be returned the next day. A nightly process needs to run to update the hours in your absence balances.