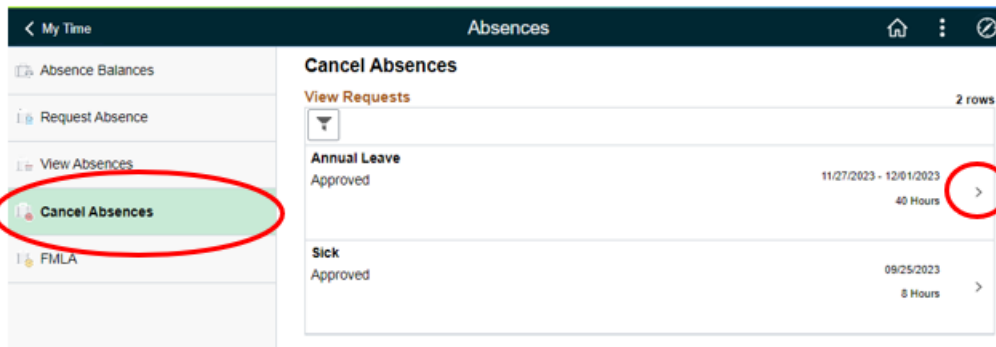
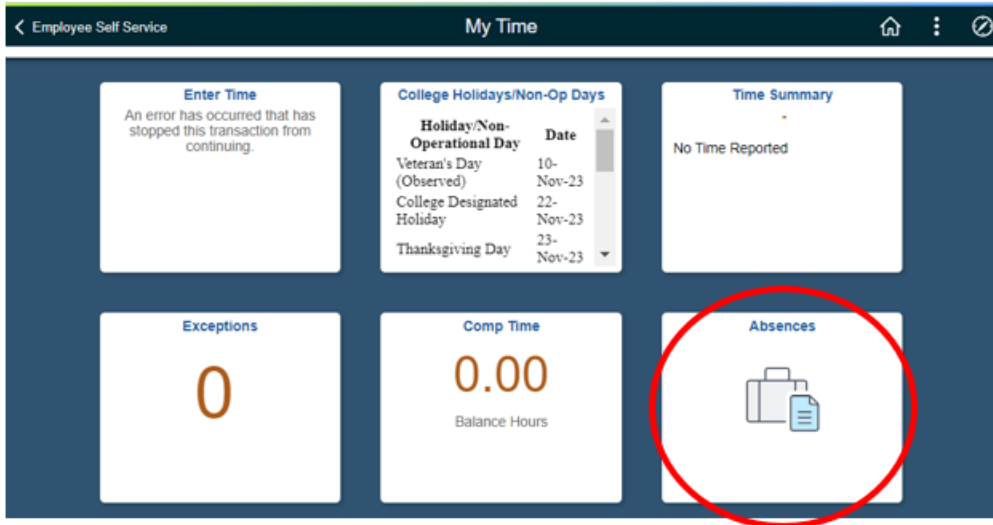
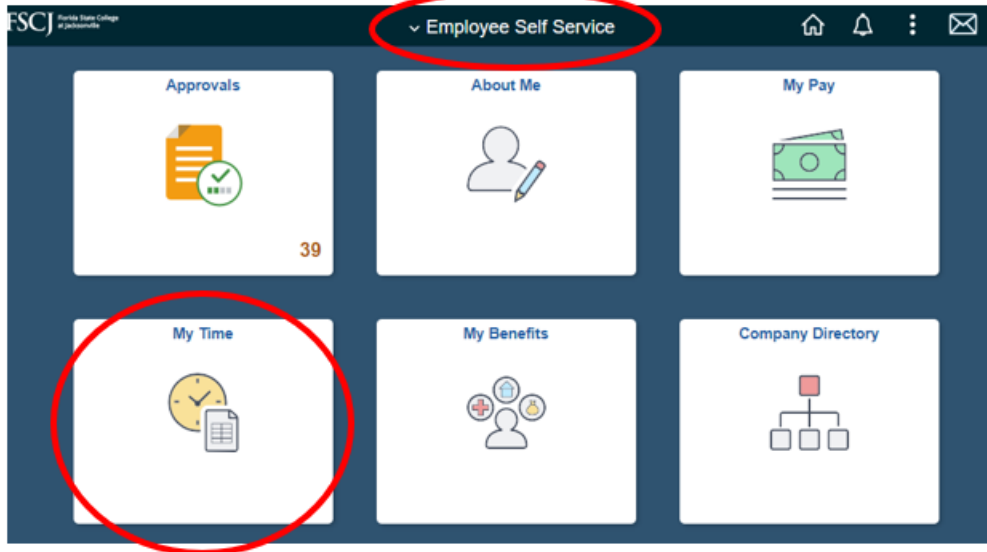


Canceling an Absence Management Event

Below are the directions and screen shots from the Employee point of view:

To cancel an absence event, navigate to Employee Self Service > My Time > Absences > Cancel Absences (screenshots are below). Click on the (>) symbol on the right side of the date in question. Select the appropriate reason for cancellation, enter any comments that may be applicable and submit the Cancellation Request to your supervisor.



Canceling an Absence Management Event

← Absences Cancel Absence

[Return to Cancel Absences](#) Cancel Absence

Absence Details

Absence Type All
Absence Name Annual Leave
Reason Vacation
Start Date 11/27/2023
End Date 12/01/2023
Duration 40.00 Hours
Status Approved
Comments Cruise planned for Nov 25 - Dec 2; reservation # 0742360

Cancel Details

*Cancel Reason

Comments

Request History >

Once the cancellation has been approved by the supervisor, the employee is ready to edit their request (if needed).

Please contact Benefits@fscj.edu if you have any further questions.