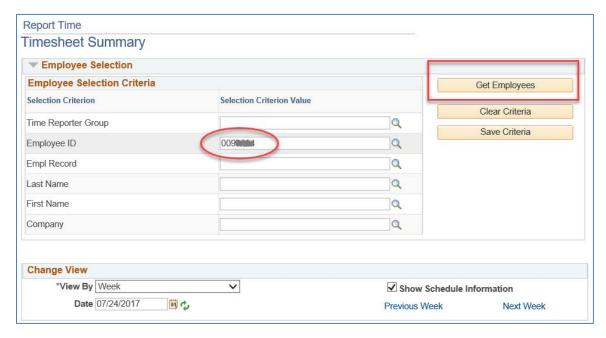
## Removing "Denied" Absences from Timesheet

## Navigation

Navigate to: Manager Self Service > Time Management > Report Time > Timesheet

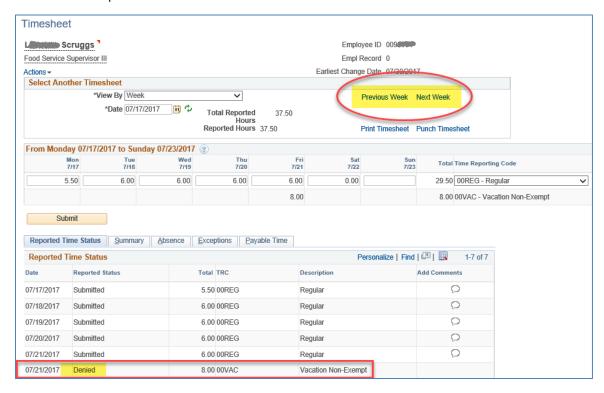


- 2. Select the appropriate criteria (Employee ID or Name) and click **Get Employees**.
- 3. Select the employee's **Last Name** link to display their timesheet.

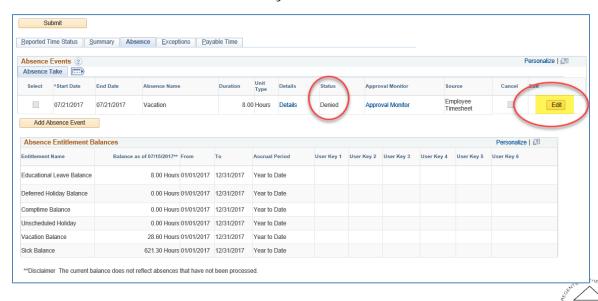




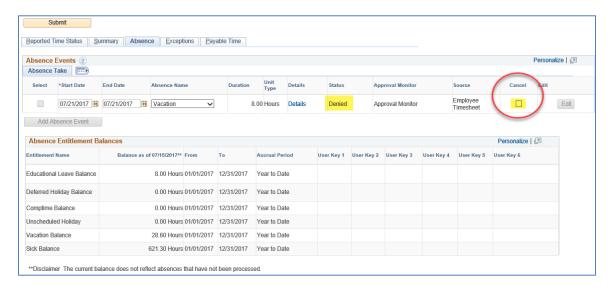
4. On the Timesheet, navigate to applicable timesheet by using the Previous Week and Next Week links or by updating the Date and clicking the Refresh icon. You are looking for the week where the denied absence was reported.



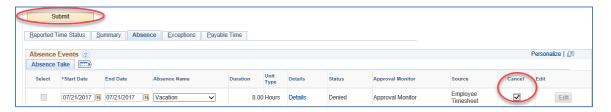
- 5. Click on the **Absence** tab to display Absence details.
- 6. Click the Denied absence entry's **Edit** button.



7. Click the Cancel checkbox.



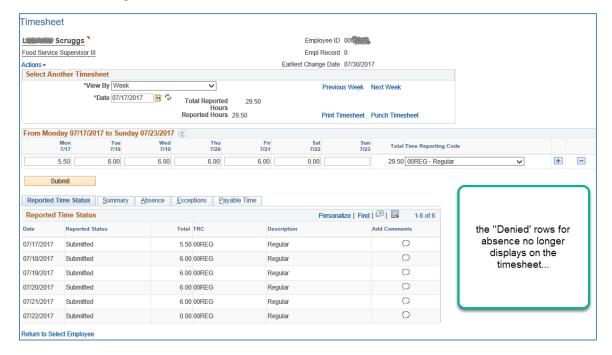
8. Click the **Submit** button.



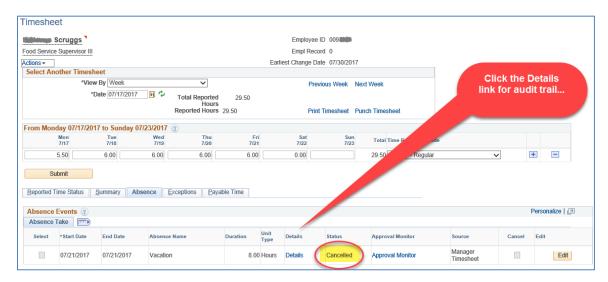
9. Click **OK** for the confirmation message.



10. Review the **Timesheet** and the **Reported Time Summary**. The Denied absence row no longer displays on the timesheet or on the Reported Time Summary tab.



11. On the **Absence** tab, the **Absence Status** of the denied row now reflects a "Cancelled" status.





12. Click the **Details** link for audit details.

