

## Removing "Denied" Absences from Timesheet

### Navigation

1. Navigate to: **Manager Self Service > Time Management > Report Time > Timesheet**

Report Time  
Timesheet Summary

**Employee Selection**

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
Employee ID	0090000
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Company	<input type="text"/>

Get Employees

Clear Criteria

Save Criteria

**Change View**

\*View By Week  Show Schedule Information

Date 07/24/2017 31 ↻ Previous Week Next Week

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.

**Employees For , Totals From 07/24/2017 - 07/30/2017**

[Time Summary](#) | [Demographics](#) | [Filter](#)

Last Name	First Name	Employee ID	Empl Record▲	Job Title	Reported Hours	Hours to be Approved	Scheduled Hours▲
<a href="#">Scruggs</a>	Leticia	0090000	0	Food Service Supervisor III	0.00	0.00	40.00



- 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.

**Timesheet**

**L. Scuggs** Food Service Supervisor III Employee ID 0090000 Empl Record 0 Earliest Change Date 07/30/2017

Actions

Select Another Timesheet

\*View By Week

\*Date 07/17/2017 Total Reported Hours 37.50

Reported Hours 37.50

**Previous Week** **Next Week**

Print Timesheet Punch Timesheet

From Monday 07/17/2017 to Sunday 07/23/2017

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total Time Reporting Code
5.50	6.00	6.00	6.00	6.00	0.00		29.50 00REG - Regular
				8.00			8.00 00VAC - Vacation Non-Exempt

Submit

Reported Time Status Summary Absence Exceptions Payable Time

**Reported Time Status** Personalize | Find | 1-7 of 7

Date	Reported Status	Total TRC	Description	Add Comments
07/17/2017	Submitted	5.50 00REG	Regular	
07/18/2017	Submitted	6.00 00REG	Regular	
07/19/2017	Submitted	6.00 00REG	Regular	
07/20/2017	Submitted	6.00 00REG	Regular	
07/21/2017	Submitted	6.00 00REG	Regular	
07/21/2017	Denied	8.00 00VAC	Vacation Non-Exempt	

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

Submit

Reported Time Status Summary **Absence** Exceptions Payable Time

**Absence Events** Personalize |

Absence Take

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>	07/21/2017	07/21/2017	Vacation	8.00 Hours		Details	Denied	Approval Monitor	Employee Timesheet	<input type="checkbox"/>	<b>Edit</b>

Add Absence Event

**Absence Entitlement Balances** Personalize |

Entitlement Name	Balance as of 07/15/2017**	From	To	Accrual Period	User Key 1	User Key 2	User Key 3	User Key 4	User Key 5	User Key 6
Educational Leave Balance	8.00 Hours	01/01/2017	12/31/2017	Year to Date						
Deferred Holiday Balance	0.00 Hours	01/01/2017	12/31/2017	Year to Date						
Compline Balance	0.00 Hours	01/01/2017	12/31/2017	Year to Date						
Unscheduled Holiday	0.00 Hours	01/01/2017	12/31/2017	Year to Date						
Vacation Balance	28.60 Hours	01/01/2017	12/31/2017	Year to Date						
Sick Balance	621.30 Hours	01/01/2017	12/31/2017	Year to Date						

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

7. Click the **Cancel** checkbox.

The screenshot shows the 'Absence Events' section of the application. At the top, there is a 'Submit' button. Below it are navigation tabs: 'Reported Time Status', 'Summary', 'Absence', 'Exceptions', and 'Payable Time'. The 'Absence Events' table has columns for 'Select', '\*Start Date', 'End Date', 'Absence Name', 'Duration', 'Unit Type', 'Details', 'Status', 'Approval Monitor', 'Source', 'Cancel', and 'Edit'. The first row shows a 'Vacation' event for 8.00 Hours, with a status of 'Denied'. The 'Cancel' checkbox in this row is circled in red. Below the table is an 'Add Absence Event' button. Underneath is the 'Absence Entitlement Balances' table, which lists various balances like Educational Leave, Deferred Holiday, Comptime, Unscheduled Holiday, Vacation, and Sick. A disclaimer at the bottom states: '\*\*Disclaimer The current balance does not reflect absences that have not been processed.'

8. Click the **Submit** button.

This screenshot is similar to the previous one, but the 'Submit' button at the top left is circled in red. Additionally, the 'Cancel' checkbox in the first row of the 'Absence Events' table is also circled in red. The rest of the interface, including the 'Absence Entitlement Balances' table and the disclaimer, remains the same.

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



- 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.

**Timesheet**

Employee ID 009...  
Empl Record 0  
Earliest Change Date 07/30/2017

Food Service Supervisor III

Actions -> Select Another Timesheet

\*View By Week  
\*Date 07/17/2017  
Total Reported Hours 29.50  
Reported Hours 29.50

From Monday 07/17/2017 to Sunday 07/23/2017

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total Time Reporting Code
5.50	6.00	6.00	6.00	6.00	0.00		29.50 00REG - Regular

Reported Time Status | Summary | Absence | Exceptions | Payable Time

**Reported Time Status**

Date	Reported Status	Total TRC	Description	Add Comments
07/17/2017	Submitted	5.50 00REG	Regular	
07/18/2017	Submitted	6.00 00REG	Regular	
07/19/2017	Submitted	6.00 00REG	Regular	
07/20/2017	Submitted	6.00 00REG	Regular	
07/21/2017	Submitted	6.00 00REG	Regular	
07/22/2017	Submitted	0.00 00REG	Regular	

Return to Select Employee

the "Denied" rows for absence no longer displays on the timesheet...

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

**Timesheet**

Employee ID 009...  
Empl Record 0  
Earliest Change Date 07/30/2017

Food Service Supervisor III

Actions -> Select Another Timesheet

\*View By Week  
\*Date 07/17/2017  
Total Reported Hours 29.50  
Reported Hours 29.50

From Monday 07/17/2017 to Sunday 07/23/2017

Mon 7/17	Tue 7/18	Wed 7/19	Thu 7/20	Fri 7/21	Sat 7/22	Sun 7/23	Total Time Reporting Code
5.50	6.00	6.00	6.00	6.00	0.00		29.50 00REG - Regular

Reported Time Status | Summary | Absence | Exceptions | Payable Time

**Absence Events**

Select	*Start Date	End Date	Absence Name	Duration	Unit Type	Details	Status	Approval Monitor	Source	Cancel	Edit
<input type="checkbox"/>	07/21/2017	07/21/2017	Vacation	8.00 Hours		Details	Cancelled	Approval Monitor	Manager Timesheet	<input type="checkbox"/>	Edit

Click the Details link for audit trail...



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

Details ?

Start Date 07/21/2017

End Date 07/21/2017

Original Start Date 07/21/2017

Absence Name Vacation Current Balance 28.60 Hours\*\*

Partial Days None

Duration 8.00 Hours

Status Canceled

Request History
Personalize
First

Approval Process	Status	Name	Date	Comments
Absence Request	Saved	L. Scruggs	07/21/2017	
	Submitted	L. Scruggs	07/21/2017	
	Denied	Timothy Murphy	07/21/2017	
	Canceled		07/24/2017	

OK

\*\*Disclaimer The current balance does not reflect absences that have not been processed.

[Return](#)

