



Purpose: Use to cancel an approved absence request when the absence was not taken. The absence withdraw request must be approved by your manager.

1. When your absence request is approved, if you wish to withdraw the absence navigate to the time and absences icon.

| $\equiv \frac{\text{Creighton}}{UNIVERSITY}$ | Q Search for peop | le and actions | | | | P [| DA ~ |
|--|-----------------------|-----------------|-----------------------|---|---------------|-----|------|
| | Good afternoon, Da | wn Ardent! | | | | | |
| | About Me Tools Others | | | | | | |
| | QUICK ACTIONS | APPS | 0-0 | | | | |
| | Personal Details | | a | ∎ ∎ | | | |
| | Document Records | Checklist Tasks | Pay Time a | and Career and READ Absences Performance | What to Learn | | |
| | Contact Info | | | | | | |
| - | My Organization Chart | Career Car | eer Planning Skills a | a + | | | |
| | Show More | Development | Qualifica | itions | | | |

2. Then click on existing absences.

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|---|-------------------------------|-----------------------------------|----------------------------------|----------------------------------|------------|
| C Time and Absences | | | | | |
| | | DA | rdent | | |
| | Existing Time Cards | Add Absence | Absence Balance | Existing Absences | |
| | Arcess all of your time cards | Request an absence and submit for | Beview current plan balances and | View change or withdraw existing | |
| | Access an or your time carus. | approval | absences taken or requested | absence requests | |
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3. Then click on the pen next to the absence that you wish to withdraw.

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|--|---------------------------------------|--|---|-----------|----------------|---|---|-----|-----|
| < DA | Existing At _{Dawn Ardent} | osences | | | | | | | |
| | | | | | | | | | |
| | | Absences | | | + Add |] | | | |
| | | Last 6 months Search by type or status | ~ | | Sort By Date V | | | | |
| | | Vacation: 8 Hours 2/2/21 - 2/2/21 IT Project Manager | | Scheduled | / | | | | |
| | | | | | | | | | |
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4. Then click delete at the top of the absence.

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|--|---|------------|------------------|-----------------------------|-------------------------------|
| DA Edit Absence Dawn Ardent | | | | Delete | Sub <u>m</u> it <u>Cancel</u> |
| | *Type Vacation *Business Title IT Projec | t Manager | | | |
| | When | | | Edit Entries | |
| | *Start Date and Duration | | Absence Duration | | |
| | 2/2/21 *End Date and Duration 2/2/21 | Ce 8 Hours | 8 Hours | | |
| | | | | Projected Balance Calculate | |
| | Details | | | | |
| | Comments and A | ttachments | | | |
| | Comments | | | | |





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5. A request to withdraw the absence will then be sent to your manager and once approved, your absence will be withdrawn.

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|--|-------|------------------------------|----------------|--|-----------|------|
| C DA Existing Absences Dawn Ardent | | | | | | |
| Absences | | | + Add | | | |
| Last 6 months | ~ | | | | | |
| Search by type or sta | tus Q | | Sort By Date ~ | | | |
| Vacation: 8 Hour: 2/2/21 - 2/2/21 IT Project Manag | 26 | Awaiting withdrawal approval | / | | | |

6. Once your manager approves the withdraw, the absence will display as 'Withdrawn.'

| Existing Absences Dawn Ardent | | | | |
|--|---|-----------|--------------|--------|
| | | | | |
| Absences | | | + | Add |
| Last 6 months | ~ | | | |
| Search by type or status | ୍ | | Sort By Date | \sim |
| Vacation: 8 Hours 2/2/21 - 2/2/21 IT Project Manager | | Withdrawn | | |

7. You will also see a notification in 'Things to Finish.'

