Miami-Dade County

Cancel Absence on Behalf of an Employee

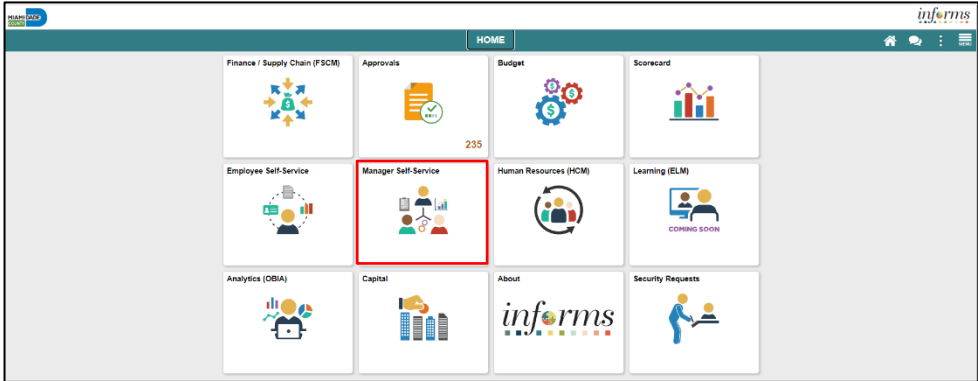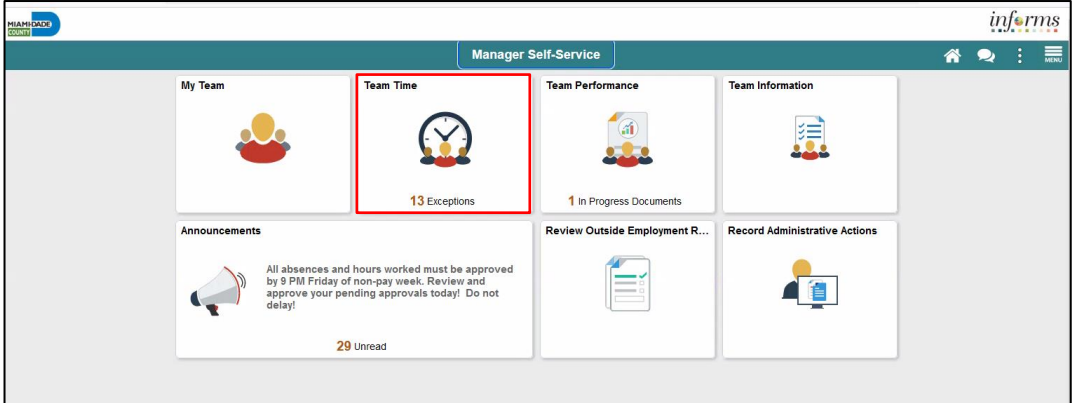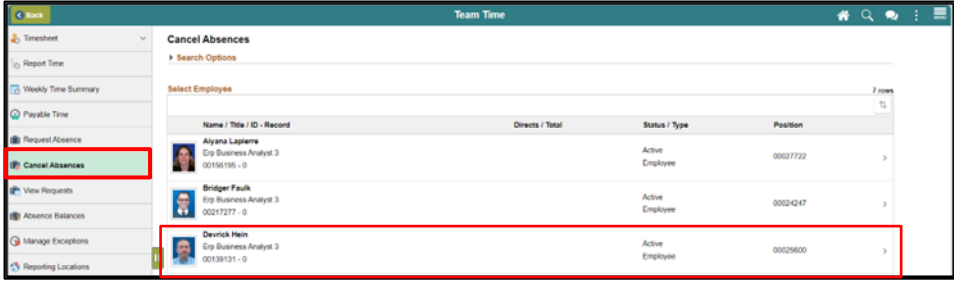**Version 1.0**

TABLE OF CONTENTS

PURPOSE

This document explains the process of canceling an absence on behalf of an employee within the INFORMS system. This document is for Managers.
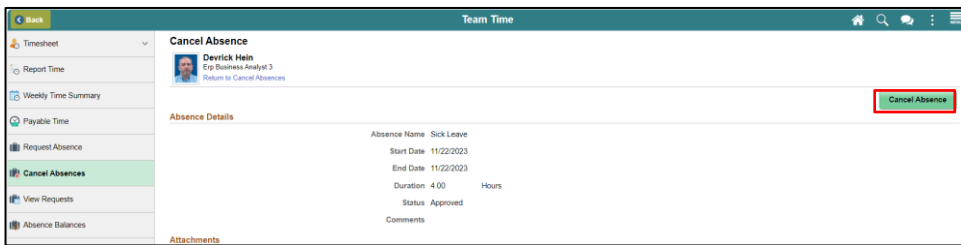
REVIEW AND FORECAST EMPLOYEE ABSENCE BALANCES

Steps	Action
1.	Login to the INFORMS and select **Manager Self-Service** from the home landing page.
2.	Select **Team Time**.
3.	Select **Cancel Absence** and then select the desired employee.

4.	Select the absence request.
5.	Select the **Cancel Absence** button.
6.	Select **Yes** when prompted.