



Miami-Dade County

Cancel Absence on Behalf of an Employee

Version 1.0

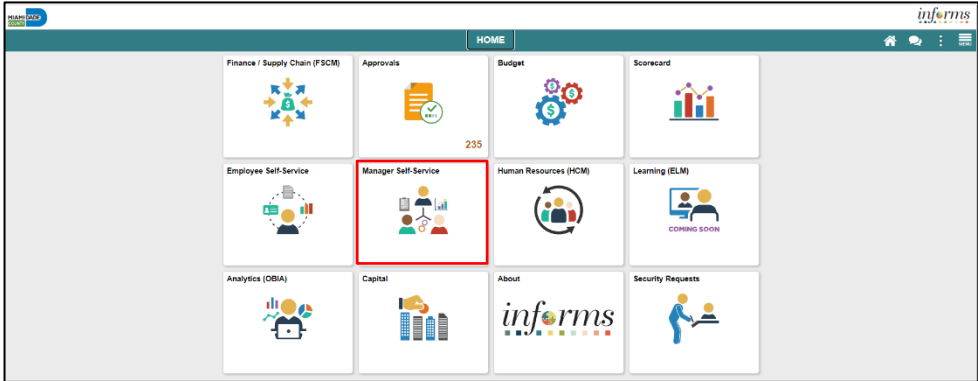
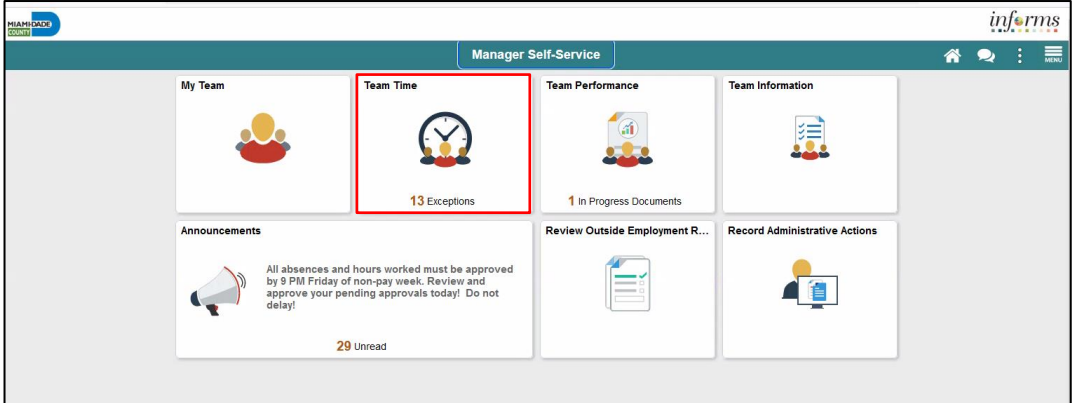
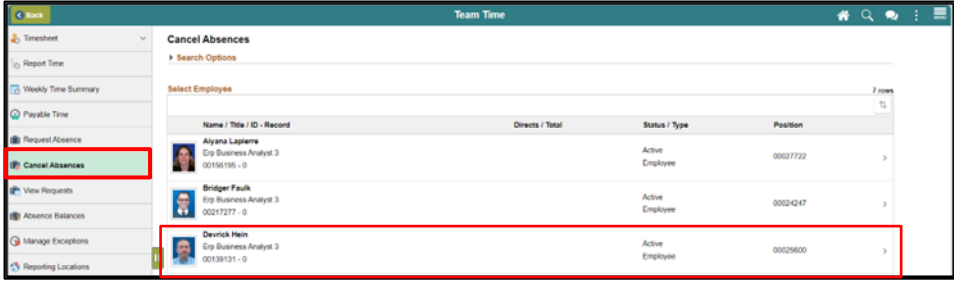
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PURPOSE

This document explains the process of canceling an absence on behalf of an employee within the INFORMS system. This document is for Managers.

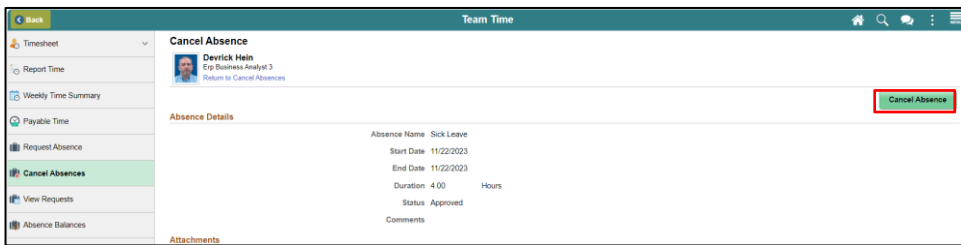
REVIEW AND FORECAST EMPLOYEE ABSENCE BALANCES

Steps	Action																
1.	<p>Login to the INFORMS and select Manager Self-Service from the home landing page.</p>  <p>The screenshot shows the INFORMS Home page with a grid of tiles. The 'Manager Self-Service' tile, which includes a clock icon and the number '235', is highlighted with a red border. Other tiles include Finance / Supply Chain (FSCM), Approvals, Budget, Scorecard, Employee Self-Service, Human Resources (HCM), Learning (ELM), Analytics (OBIA), Capital, About, and Security Requests.</p>																
2.	<p>Select Team Time.</p>  <p>The screenshot shows the 'Manager Self-Service' page with a grid of tiles. The 'Team Time' tile, which includes a clock icon and the text '13 Exceptions', is highlighted with a red border. Other tiles include My Team, Team Performance (1 In Progress Documents), Team Information, Announcements (29 Unread), Review Outside Employment R..., and Record Administrative Actions.</p>																
3.	<p>Select Cancel Absence and then select the desired employee.</p>  <p>The screenshot shows the 'Cancel Absences' page. On the left sidebar, the 'Cancel Absences' menu item is highlighted with a red box. The main content area shows a table of employees with the following data:</p> <table border="1"> <thead> <tr> <th>Name / Title / ID - Record</th> <th>Directs / Total</th> <th>Status / Type</th> <th>Position</th> </tr> </thead> <tbody> <tr> <td> Alyana Lapians Dir Business Analyst 3 00198195 - 0</td> <td></td> <td>Active Employee</td> <td>00027722</td> </tr> <tr> <td> Bridger Faulk Dir Business Analyst 3 0017277 - 0</td> <td></td> <td>Active Employee</td> <td>00024247</td> </tr> <tr> <td> Deurick Hain Dir Business Analyst 3 00198131 - 0</td> <td></td> <td>Active Employee</td> <td>00029600</td> </tr> </tbody> </table> <p>The row for 'Deurick Hain' is highlighted with a red box.</p>	Name / Title / ID - Record	Directs / Total	Status / Type	Position	Alyana Lapians Dir Business Analyst 3 00198195 - 0		Active Employee	00027722	Bridger Faulk Dir Business Analyst 3 0017277 - 0		Active Employee	00024247	Deurick Hain Dir Business Analyst 3 00198131 - 0		Active Employee	00029600
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4. Select the absence request.



5. Select the **Cancel Absence** button.



6. Select **Yes** when prompted.

