

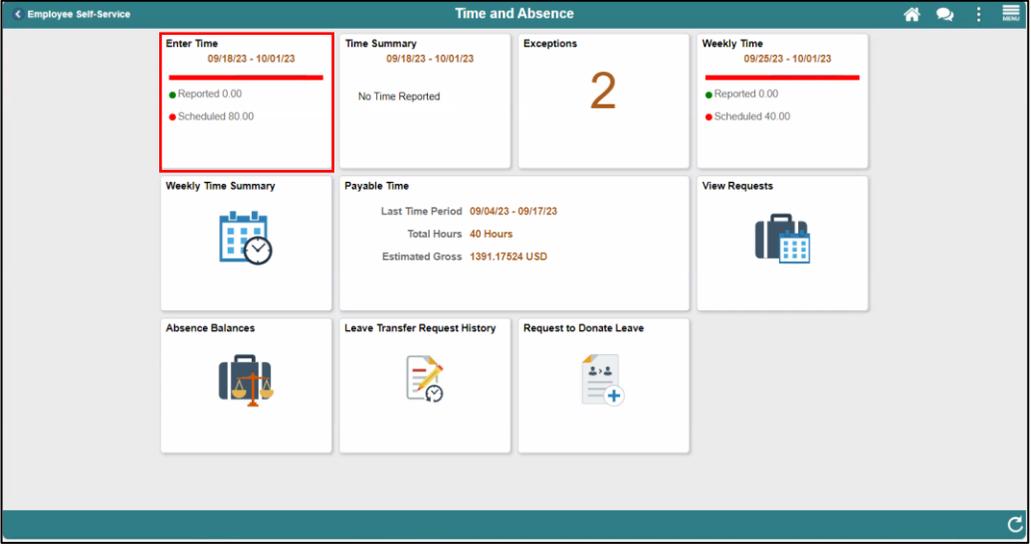
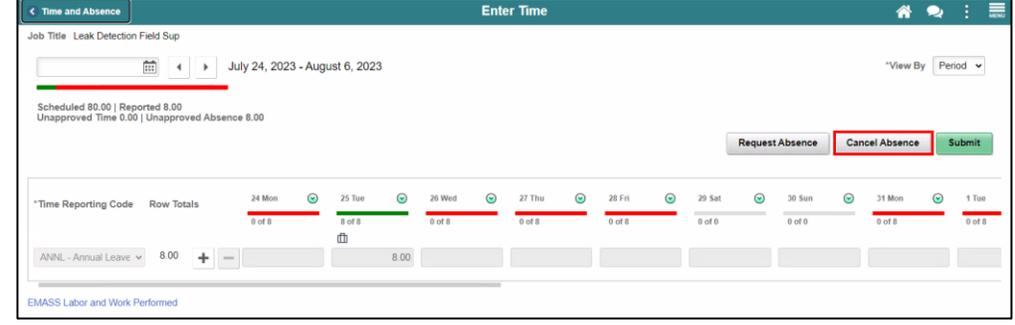


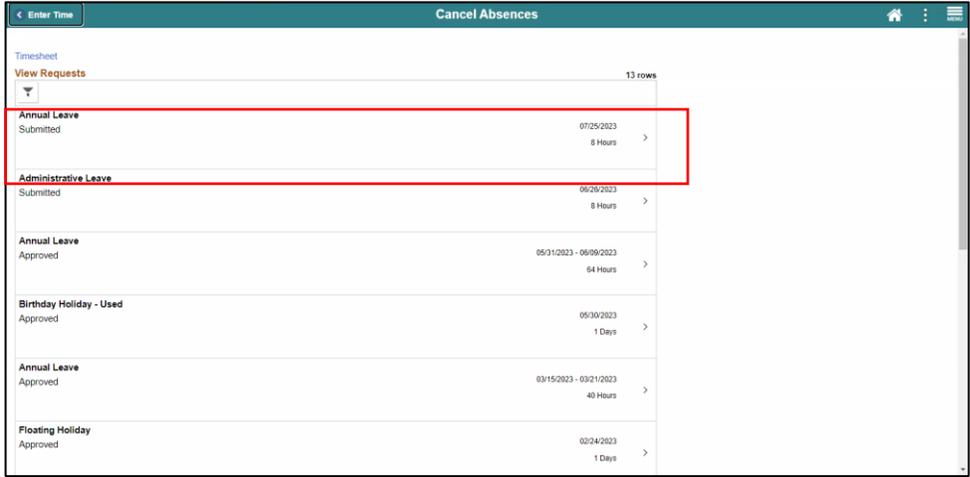
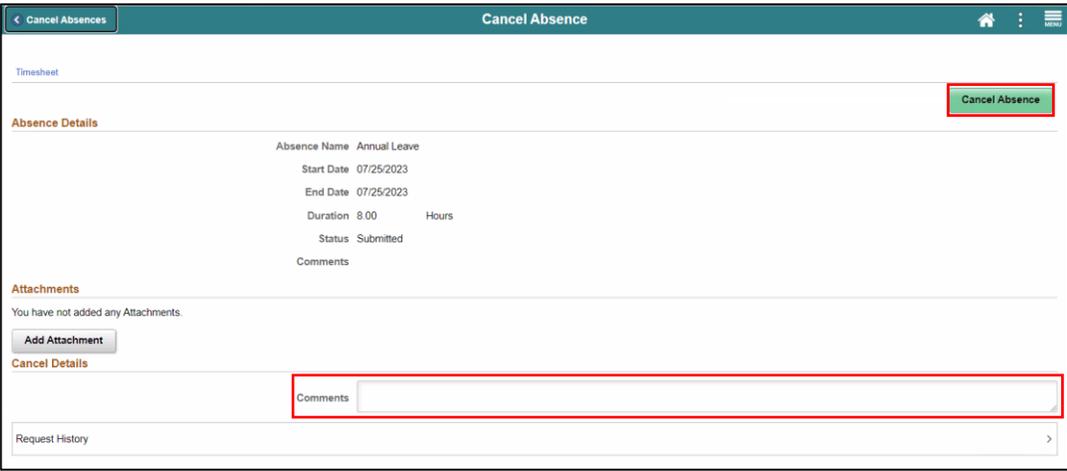
## **Miami-Dade County**

---

# Cancel Absence

**Version 1**

Step	Action
1.	<p>Employees can cancel absences directly from their timesheets.</p> <ul style="list-style-type: none"><li>Log into <b>INFORMS</b>.</li><li>Navigate: <b>Home &gt; Employee Self-Service &gt; Time and Absence &gt; Enter Time</b></li></ul>  <ul style="list-style-type: none"><li>Select <b>Cancel Absences</b></li></ul> 

2.	<p>Select <b>Absence Request</b> that needs to be canceled.</p> 
3.	<p>Select <b>Cancel Absence</b> button.</p>  <ul style="list-style-type: none"><li>• Enter text in <b>Comments</b> if desired.</li></ul>
4.	<p>Select the <b>Yes</b> button.</p> 
5.	<p>Absence has been submitted successfully.</p> 