

## **Miami-Dade County**

## **Cancel Absence**

Version 1



Step	Action
	Employees can cancel absences directly from their timesheets.
	Log into INFORMS.
	<ul> <li>Navigate: Home &gt; Employee Self-Service &gt; Time and Absence &gt; Enter Time</li> </ul>
	C Employee Self-Service Time and Absence 👫 🗨 🗄 🚃
	Enter Time Summary Exceptions Weekly Time 09/18/23 - 10/01/23 09/18/23 - 10/01/23
	Reported 0.00     No Time Reported     Scheduled 40.00     Scheduled 40.00
	Weekly Time Summary Payable Time View Requests
	Last Time Period 09(04/23 - 09/17/23 Total Hours 40 Hours
	Estimated Gross 1391.17524 USD
	Absence Balances Leave Transfer Request History Request to Donate Leave
1.	
	C
	Select Cancel Absences
	Interview of the second se
	Imited and the second secon
	Scheduled 80.00   Reported 8.00 Unapproved Time 0.00   Unapproved Absence 8.00
	Request Absence Cancel Absence Submit
	*Time Reporting Code Row Totals 24 Mon 🕑 25 Tue 💿 28 Wed 💬 27 Thu 💿 28 Fri 💿 29 Sat 💿 30 San 🌚 31 Mon 🕑 1 Tue
	EMASS Labor and Work Performed



	Select Absence Request that needs to be canceled.
	Cancel Absences 🐐 : 🚍
	Timesheet Vew Requests 13 rows
	Annual Lesve
	Submitted 00/22/003 8 Hours >
	Administrative Leave 0005/2023 Submitted 8 Marcon 2
2	Annusi Leave
Ζ.	Approved 06/31/2023- 06/90/2023 64 Hours
	Birthday Holiday - Used 06/00/28/3 Approved 1 Days
	Annual Leave Approved 00152023 - 00212023 40 Hours
	Floating Holiday     0224/023       Approved     1Days
	Select Cancel Absence button.
	Cancel Absence 🔗 : 🚃
	Timesheet
	Cancel Absence
	Absence Name Annual Leave
	Start Date 07/25/2023 End Date 07/25/2023
3	Duration 8.00 Hours Status Submitted
5.	Comments
	Attachments You have not added any Attachments.
	Add Attachment Cancel Details
	Comments
	Request History
	Enter text in <b>Comments</b> if desired.
4.	Select the <b>Yes</b> button.
	Are you sure you want to Cancel this Absence
	Request?
	Vec No
	Tes No
	Absence has been submitted successfully.
5.	Absence Request Canceled Successfully.
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