Voiding, Deleting, and Modifying Absences

What's Covered: How to void, delete, and modify employee absences within the Time & Absence Administration pages.

NOTE: The instructions covered in this document are intended for Absence Administrators.

Table of Contents
Reviewing Absence Events...............................................................................................................................................3
Select Employee............................................................................................................................................................3
Absence Event Entry Page ............................................................................................................................................4
Voiding Absences .............................................................................................................................................................5
Voiding and Re-Processing an Absence for an OT-Eligible Employee .................................................................5
Voiding an Absence for an Exempt Employee........................................................................................................6
Modifying an Absence .......................................................................................................................................................6
One-Day Requests ........................................................................................................................................................6
Request Spanning Two Days or More........................................................................................................................7
Viewing Voided and Modified Absences (Self Service) .............................................................................................8
Absence Balances Page................................................................................................................................................8
Absence Historical Details Page ................................................................................................................................9
Timesheet (or Adjust Time)........................................................................................................................................9
Absence Request Detail – No Noticeable Change....................................................................................................10

Key Points
- Voiding absences should be done only if an absence cannot be cancelled or modified through Administer Time & Absence pages, and can only be processed after the Take cycle.
- Entering absences on behalf of employees should only be processed in Administer Time & Absence.
- Deleting absences can only occur before the weekly Take cycle.
- Voiding and deleting absences are processed on the Absence Event page:
  Home > Administer Time & Absence > View Time and Absences > Absence Event

Key Concepts and Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Take Cycle</td>
<td>A cycle which runs every Friday night (with an effective date on Saturday) that processes all approved absences for the current week, prior period absences, balance adjustments, and voided absences.</td>
</tr>
<tr>
<td>Absence Reporter</td>
<td>Any employee meeting the minimum absence eligibility requirement for reporting absences on the Request Absence page in Self Service. The minimum criteria are: A schedule of 17.5 or more hours per week, OR an annual salary of $15,000.00.</td>
</tr>
<tr>
<td>Absence Administrator</td>
<td>Someone with an Absence Approver, Adjuster, or Administrator PeopleSoft security role can access Absence Management pages in Self Service to take action on employees’ absence requests, and view data related to these requests. Absence Keepers, Adjusters, and Administrators can also report absences on behalf of employees. Absences submitted in Self Service are automatically approved.</td>
</tr>
<tr>
<td>Voiding / Modifying absences for OT-Eligible employees</td>
<td>Just like entering a prior period absence on behalf of an overtime-eligible employee, you must also review and adjust the employee’s timesheet, if necessary, when an absence is voided or modified.</td>
</tr>
</tbody>
</table>
### Voiding, Deleting, and Modifying Absences

#### Absence Status

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence Status</td>
<td>An absence request could be in one of the following workflow statuses:</td>
</tr>
<tr>
<td>Saved</td>
<td>The request has been saved and can be modified, cancelled, or submitted at a later time by the requestor. The absence cannot be approved until it has been submitted.</td>
</tr>
<tr>
<td>Submitted</td>
<td>A request in this status is pending action by an Approver, Adjuster, or Administrator to: approve, deny, or send back for rework.</td>
</tr>
<tr>
<td>Approved</td>
<td>Unless it is cancelled before the Friday night take cycle runs, a request in this status will be processed.</td>
</tr>
<tr>
<td>Denied</td>
<td>No further action can be taken on this absence, and it will not be processed.</td>
</tr>
<tr>
<td>Needs Rework / Push Back</td>
<td>The request needs to be modified before it can be approved, and has been sent back to the reporter to be changed and re-submitted. Like a Saved absence, Pushed Back absences must be submitted before they can be approved.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>No further action can be taken on this request; it will not be processed. Managers can only cancel approved absences.</td>
</tr>
<tr>
<td></td>
<td>You should only cancel absences if they are not going to be reprocessed using the same Start Date, End Date, and Absence Name.</td>
</tr>
</tbody>
</table>

#### When is an absence voided?

Only absences that are **finalized** should be voided. You should only void an absence when:

- The employee never took the absence.
- The absence was processed with the wrong **Start Date**, **End Date**, and/or **Absence Name** (absence type).

**IMPORTANT:** Do not void absences that need to be corrected using the same **Start Date**, **End Date**, and **Absence Name** (e.g., only the hours are wrong). You must modify this request in the Absence Events page.

Voiding an absence effectively reverses the transaction and updates the employee’s balances (if applicable). OT-Eligible employees will have a negative row inserted into the timesheet to remove the absence. (E.g., a voided 7.00-hour vacation will have a row of -7.00 vacation hours inserted into the timesheet.)

When voiding an absence for an OT-eligible employee, the timesheet for that week must be reviewed and adjusted, if necessary.

#### When is an absence deleted?

An absence is deleted only in very specific circumstances, and can only be processed before the Take cycle has run: future-dated absences for an employee that is terminating or transferring should be deleted.

Once the Take cycle has run, an absence cannot be deleted; it can only be voided or modified.
# Voiding, Deleting, and Modifying Absences

## Term

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only absences that have been finalized should be modified (absence that are in a status on Not Processed should be deleted and reprocessed). The reason you would modify a finalized absence is:</td>
</tr>
<tr>
<td>• The employee requested the wrong number of hours for the absence (e.g., entered full-day hours, should have been partial-day hours).</td>
</tr>
</tbody>
</table>

Changing the hours on the Absence Events page effectively reverses the initial transaction with a negative offset and sends over the corrected hours. These adjustments will be picked up in the next Take Cycle, adjust the employee’s balances, and insert the correct entries into the employee’s timesheet for that period (if OT-Eligible).

For example, if you changed an employee’s finalized vacation absence from 3.00 hours to 5.00 hours, the Take cycle would generate a negative 3.00-hour vacation row to offset the original 3.00 row, and then insert the corrected row for 5.00 vacation hours.

When modifying an absence for an OT-eligible employee, the regular hours for that week must be reviewed and adjusted, if necessary.

## Reviewing Absence Events

**Navigation:** Home > Administer Time & Absence > Report Time and Absences > Absence Event

### Select Employee

#### Steps

1. Enter at least one or more search values under **Selection Criteria**
2. Click **Search**.
3. In the Search Results section, select the appropriate record.
# Voiding, Deleting, and Modifying Absences

## Absence Event Entry Page

When you select a record on the Absence Event Search page, the Absence Event Entry page appears:

<table>
<thead>
<tr>
<th>Section</th>
<th>Field/Table</th>
<th>Description/Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>From/Through fields</td>
<td>Automatic date range default of 6 months. If needed, enter new dates, then click Refresh.</td>
</tr>
</tbody>
</table>
| B       | Absence Take Tab | **Absence Take:** Indicates the absence type, such as Vacation. The drop-down list will only show absence types that the employee can use. (e.g., Longer Service Vacation will not be available for employees who are not yet eligible.)  
**Begin/End Date:** The dates of the absence.  
**Partial Hours:** Lists any partial hours for the absence request. If blank, it is a full-day request.  
**Process Action:** When voiding an absence, select Void from the drop-down list.  
**Voided:** This box will be automatically selected after an absence has been voided and processed in the Take cycle.  
**Original Begin Date:** The begin date of the absence request.  
**Details:** Provides additional information about the request and allows the administrator to add comments.  
  - Indicates if the request was process through Manager Self Service.  
  - If the request contains a partial day(s), the Details section also provides which day(s) in the absence was a partial day(s).  
**Entry Source:** Source of the Absence request.  
**Workflow Status:** Indicates the absence workflow status. (See Key Concepts and Definitions.)  
**Status:** Indicates the processing status of the request:  
  - *Not Processed:* The absence is not yet approved, or the absence has been approved and the Take cycle has not processed. An absence in this status can only be deleted.  
  - *Processing:* The absence was approved; cycle is in progress.  
  - *Finalized:* The absence was approved and the Take cycle has completed. An absence in this status can only be voided.  

To delete a row, click `-`.  
To add a row, click `+`.  

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**Center for Workplace Development**

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voiding, deleting, and modifying absences

voiding absences

voiding and re-processing an absence for an OT-eligible employee

scenario: Today is Friday, June 23. Oliver Eligible’s vacation absence of 06/13/2017 should actually have been a sick day on 06/15/2017.

<table>
<thead>
<tr>
<th>Page</th>
<th>Path</th>
<th>Steps</th>
</tr>
</thead>
</table>
| Absence Event Entry | Home > Administer Time and Absences > Report Time and Absences > Absence Event | 1. Locate the 06/13/11 vacation entry.  
3. Click Save. |
| Absence Request | Home > Administer Time and Absences > Report Time and Absences > Request Absence | 1. Enter a sick day absence for 06/15/2011.  
2. Click Submit. This will automatically approve the request. |

Friday, 4:00 p.m: The Take cycle processes the void, updates both the Sick and Vacation balances, and inserts the voiding vacation entry into the Timesheet.

2. Enter the time worked on 06/13/2017.  
3. Delete the time reported on 06/15/2017.  
4. Set the Approval Status to Approved.  
5. Click Save. |

Monday, June 26: Time Admin runs, converting Reported Time into Payable Time.

| Payable Time | Home > Administer Time and Absences > View Time and Absences > Payable Time Detail | 1. Access the employee’s record.  
2. Review and if necessary, submit any adjustments that may have been created when Time Admin ran. |
Voiding, Deleting, and Modifying Absences

**Voiding an Absence for an Exempt Employee**

**Scenario:** Today is Friday, June 30. Eleanor Exempt had been approved for two personal days from 06/14 - 06/15, but she did not take those days. Eleanor's Absence Management schedule is 7 hours a day, Mon-Fri.

<table>
<thead>
<tr>
<th>Page</th>
<th>Path</th>
<th>Steps</th>
</tr>
</thead>
</table>
| Absence Event | Home > Administer Time & Absence > Report Time and Absences > Absence Event | 1. Locate the 06/14/17 – 06/15/17 vacation entry.  
3. Click Save. |

**Friday, 4:00 p.m:** The Take cycle processes the void updates the Personal balances – in this case, balances are increased by 14.00 hours (2 days).

**Modifying an Absence**

If an absence is finalized and only the absence hours were incorrect, do not Void the absence. Voiding the absence will prevent you from reprocessing the absence using the same Begin Date, End Date, and Absence Type. In this circumstance, you must modify the finalized absence.

**One-Day Requests**

If the employee took a one-day request (e.g., Begin Date and End Date are the same), correct the hours by replacing the hours they reported with what the hours should have been.

In the previous example, the employee reported a partial day for 6.00 hours and it should have been 3.00 hours. To correct this, the Administrator replaces the 6.00 hours with 3.00 hours and saves the page. When the next Take cycle runs, an offset for a negative 6.00 hours (A) and a positive 3.00 hours (B) will be produced and inserted into the timesheet. The Administrator or Time Adjuster will need to correct the REG hours for that day to reflect the corrected hours for the absence request. On the timesheet, the adjuster changed the Friday REG hours from 1.00 to 4.00.
Voiding, Deleting, and Modifying Absences

Corrected Timesheet (after the next Take cycle)

Request Spanning Two Days or More

When correcting a request spans more than one day and contains a partial-day absence(s), click the Details link to make the corrections in the Absence Event Input Detail page. You can also view the details about the absence request.
**Steps**

1. On the Absence Event Input Detail page, correct the absence data including the partial-day hours and type of partial day (e.g., **All Dates**, **Start Date Only**, etc.)

   **NOTE:** Remember, when entering hours for a partial day absence; enter the hours that the employee *did not work*.

2. Click **OK**.

3. On the Absence Event Entry page, click **Save**.

**Viewing Voided and Modified Absences (Self Service)**

When a void or modified absence is processed on the Take cycle, it is noticeable on several pages, including Absence Balances, Absence Historical Details (if the absence carries a balance); and the Timesheet (OT-Eligible employees). Modified and voided absences are not reflected in the Absence Request History page.

**Absence Balances Page**

If the voided or modified absence contains a balance, the Absence Balances page in Self Service will only show the new absence balance – it will not indicate that it was voided or modified.

**Example:**

A 7-hour Personal day should not have been processed. After the void has been entered, and the Take cycle has processed, the employee’s Personal Time balance shows an increase of 7 hours.

**Before the void is processed:**

![View Absence Balances Before Voided](image1)

**After the void is processed:**

![View Absence Balances After Voided](image2)
Voiding, Deleting, and Modifying Absences

Absence Historical Details Page

If the voided absence contains a balance, the Absence Historical Details page will show the processed absence in the Time Taken section, and the processed void in the Adjustments section:

<table>
<thead>
<tr>
<th>Transactions From</th>
<th>Transactions Through</th>
<th>Absence Take</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/20/2016</td>
<td>10/01/2016</td>
<td>VACATION TAKE</td>
</tr>
</tbody>
</table>

**Time Taken:** Reflects the 7-hour Vacation day that occurred on 9/23/2016.

**Adjustments to Balance/Ending Balance:** Reflects the processed void, which added the balance back to the employee’s personal time.

Timesheet (or Adjust Time)

When the Take cycle runs, a negative row is inserted into the Timesheet. Since the void is removing the absence from the timesheet, a time adjuster must enter the employee’s time worked in Adjust Time. In this example, the employee’s 7-hour Personal day absence has been voided.

A. The adjuster must enter the time that the employee worked on 1/27.

B. There are now two rows for the Personal absence:
   - The initial request for 7 hours.
   - The -7.00 row, inserted by the processed void

C. There is no longer an absence entry on the Absence Request table – voiding the absence has removed it from this section of the timesheet.
Absence Request Detail – No Noticeable Change

The Absence Request Detail page will not reflect the void in the Request History table. It will still have a workflow status of **Approved**.

The *only* change to this request is to the **Current Balance**, which increased back to 7.00 hours after the void was processed.

**REMEMBER:** Current Balance reflects the balance that is on the employee’s Absence Balance page.