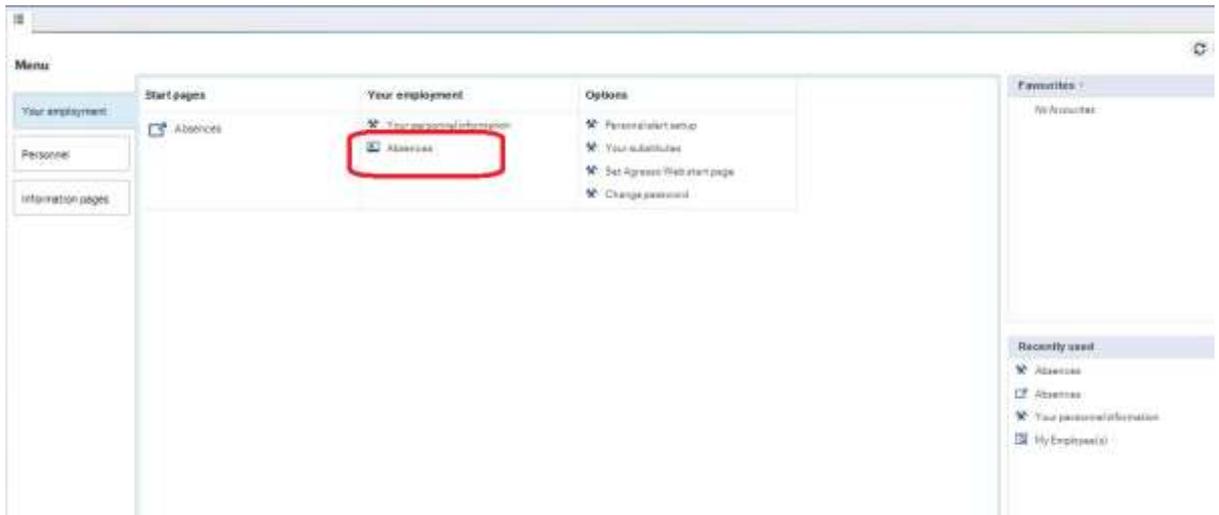


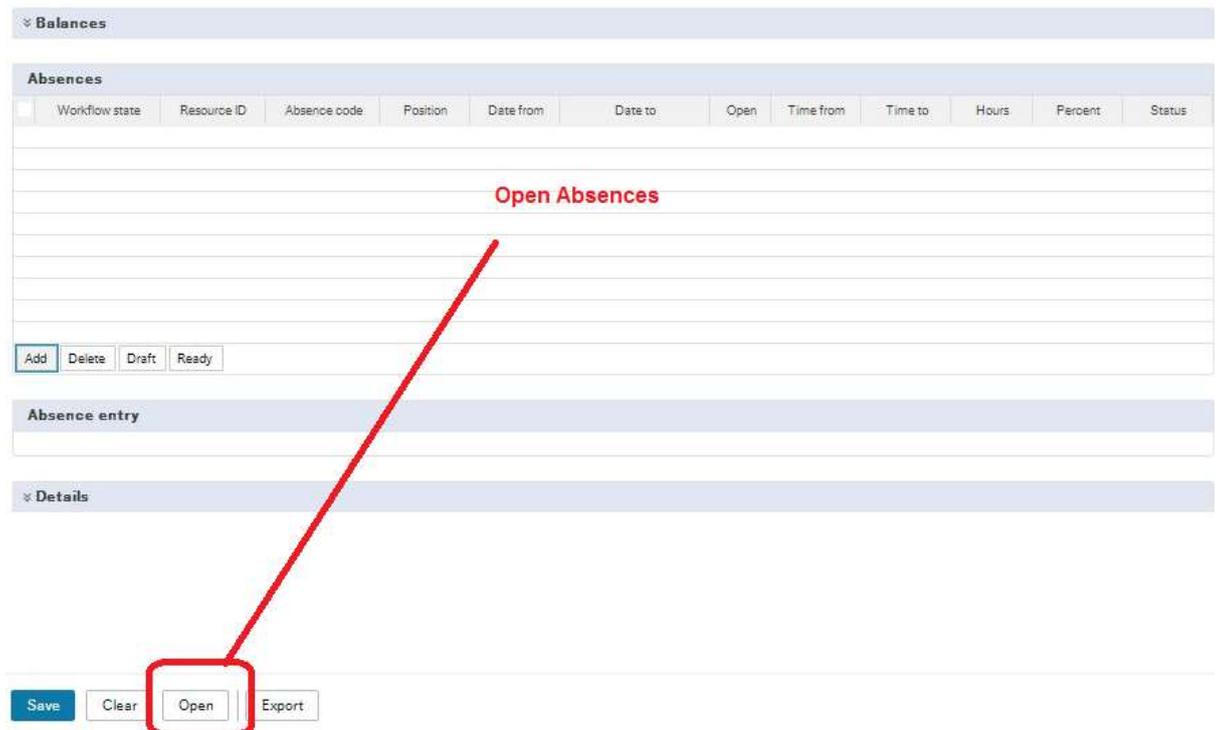
How to Cancel an Absence request

To cancel an Annual Leave request, please carry out the following steps.

- 1) Login to AberPeople (Self-Service)
- 2) Select Absences via **'Your employment'**



- 3) Select 'Open' via the absence screen



- Select 'ALEAVE' from the Absence Codes
Press 'LOAD'

The screenshot shows the 'Absences' dialog box with the following details:

- Search criteria:**
 - Resource: [Redacted]
 - Absence code: **ALEAVE** (selected from a dropdown menu)
 - Position: [Redacted]
 - Containing date: [Redacted]
 - Workflow state: [Redacted]
- Status:**
 - Active
 - Parked
 - Transferred
 - Partly transferred
 - Reversed
 - Reversed transferred
- Buttons:** A 'Load' button is located at the bottom left of the dialog.

This screenshot is identical to the previous one, showing the 'Absences' dialog box with the 'Absence code' set to 'ALEAVE' and the 'Load' button highlighted.

- Use the check box to select the date range that you want to cancel

The screenshot shows the 'Absences' table with the following data:

Workflow state	Resource ID	Absence code	Position	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status
Finished	[Redacted]	ALEAVE		30/03/2015	02/04/2015	<input checked="" type="checkbox"/>	08:30	17:00	30:00	100.00	Active
Finished	[Redacted]	ALEAVE		02/04/2015	02/04/2015	<input type="checkbox"/>	08:30	17:00	7:50	100.00	Active

At the bottom of the table, there is a summary row showing a total of 37:50 hours. Below the table are buttons for 'Add', 'Delete', 'Refresh', and 'Ready'.

6) Press 'Delete'

The screenshot shows a web interface for managing absences. At the top, there is a tab labeled "Absences x". Below it, a section titled "Balances" contains a table of absences. The table has columns for Workflow state, Resource ID, Absence code, Position, Date from, Date to, Open, Time from, Time to, Hours, Percent, and Status. Two rows are visible, both with "Finished" status and "ALEAVE" code. The first row has dates from 30/03/2015 to 02/04/2015 and 30.00 hours. The second row has dates from 02/04/2015 to 02/04/2015 and 7.50 hours. A red box highlights the Resource ID field in the second row, with an arrow pointing to the text "Date range selected". Below the table, a summary row shows a total of 37.50 hours. At the bottom of the table, there are buttons for "Add", "Delete", "Draft", and "Ready". The "Delete" button is highlighted with a red box, and an arrow points to it with the text "Press 'Delete'".

Workflow state	Resource ID	Absence code	Position	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status
<input checked="" type="checkbox"/> Finished		ALEAVE		30/03/2015	02/04/2015	<input type="checkbox"/>	08:30	17:00	30.00	100.00	Active
<input type="checkbox"/> Finished		ALEAVE		02/04/2015	02/04/2015	<input type="checkbox"/>	08:30	17:00	7.50	100.00	Active

Σ 37.50

Add Delete Draft Ready

7) Press 'Save'

The screenshot shows the same web interface as in step 6, but now only one row is visible in the absences table. This row has a "Finished" status, "ALEAVE" code, and dates from 02/04/2015 to 02/04/2015, with 7.50 hours. A red box highlights the Resource ID field, with an arrow pointing to the text "Absence 'deleted'". Below the table, a summary row shows a total of 7.50 hours. At the bottom of the table, there are buttons for "Add", "Delete", "Draft", and "Ready". The "Delete" button is highlighted with a red box, and an arrow points to it with the text "Press 'SAVE'". Below the table, there is a section titled "Absence entry" and another section titled "Details". At the bottom of the interface, there are buttons for "Save", "Clear", "Open", and "Export". The "Save" button is highlighted with a red box.

Workflow state	Resource ID	Absence code	Position	Date from	Date to	Open	Time from	Time to	Hours	Percent	Status
<input type="checkbox"/> Finished		ALEAVE		02/04/2015	02/04/2015	<input type="checkbox"/>	08:30	17:00	7.50	100.00	Active

Σ 7.50

Add Delete Draft Ready

Absence entry

Details

Save Clear Open Export

- 8) A notification will appear to confirm that the request has been sent to the employees' line manager to approve.

The screenshot shows a software interface for managing absences. At the top, a notification bar displays a green checkmark and the text: "Successfully saved. The item is now sent for approval." To the right of this bar, a red note states: "Note: the cancellation approval is sent to the Line manager to approve". Below the notification, a section titled "Balances" contains a table of absence records. The table has columns for Workflow state, Resource ID, Absence co..., Position, Date from, Date to, Open, Time from, Time to, Hours, and Period. Two rows are visible: one with "Workflow in progress (Delete)" and another with "Finished". A red box highlights the Resource ID field in the first row, and a red arrow points from the text "Workflow status" below to this field.

Workflow state	Resource ID	Absence co...	Position	Date from	Date to	Open	Time from	Time to	Hours	Period
Workflow in progress (Delete)	[Redacted]	ALEAVE		30/03/2015	02/04/2015	<input type="checkbox"/>	08:30	17:00	30.00	100
Finished		ALEAVE		02/04/2015	02/04/2015	<input type="checkbox"/>	08:30	17:00	7.50	100

- 9) The annual leave balance will be updated, once this has been completed.