Employee - Resubmitting an Existing Request

Employees can resubmit an absence request that has been Pushed back, Canceled, or Denied via the Time and Attendance tile, resubmissions are required when making changes to the date and/or time reported. If

1. Log into PeopleSoft, from the Employee Self Service homepage select the **Time and Attendance** tile.
2. Next, select the **View Requests** tile.
3. Select the absence request that has a status of **“Push Back, Canceled or Denied.”**

4. Scroll down to reach to select the **Request History** option.

Please note: If working with a Canceled request you may skip steps 4-6.
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5. From the pop-up, review Comments added by the Manager to make changes. For example, in this case we are going to change the date.
6. Next, Close the window to continue.

Reminder: If the “absence name” requires a change, a new request will need to be submitted.

7. Make the corrections needed.
8. Click the Apply Absence Name arrow.
9. Select Submit.
10. From the pop-up click Yes to submit the request for approval.

You will then see the “Submitted” status under the request.

This request will route to your supervisor. If your supervisor approves, the time will be recorded and will reflect on the next Pay Cycle. If the request is Pushed-back (sent back), you will need to modify and resubmit.