

Process Name: Delete Reported Absences Timekeeper Module: Absence Management

**Overview:** This document provides an overview on how to delete **Submitted** absence entries. Please contact your <u>payroll technician</u> for information regarding corrections to **In Process** and **Finalized** absences.

## Log In



3. Navigate t

Navigate to the *Manager/Timekeeper* tab

## **Delete Absence(s)**

