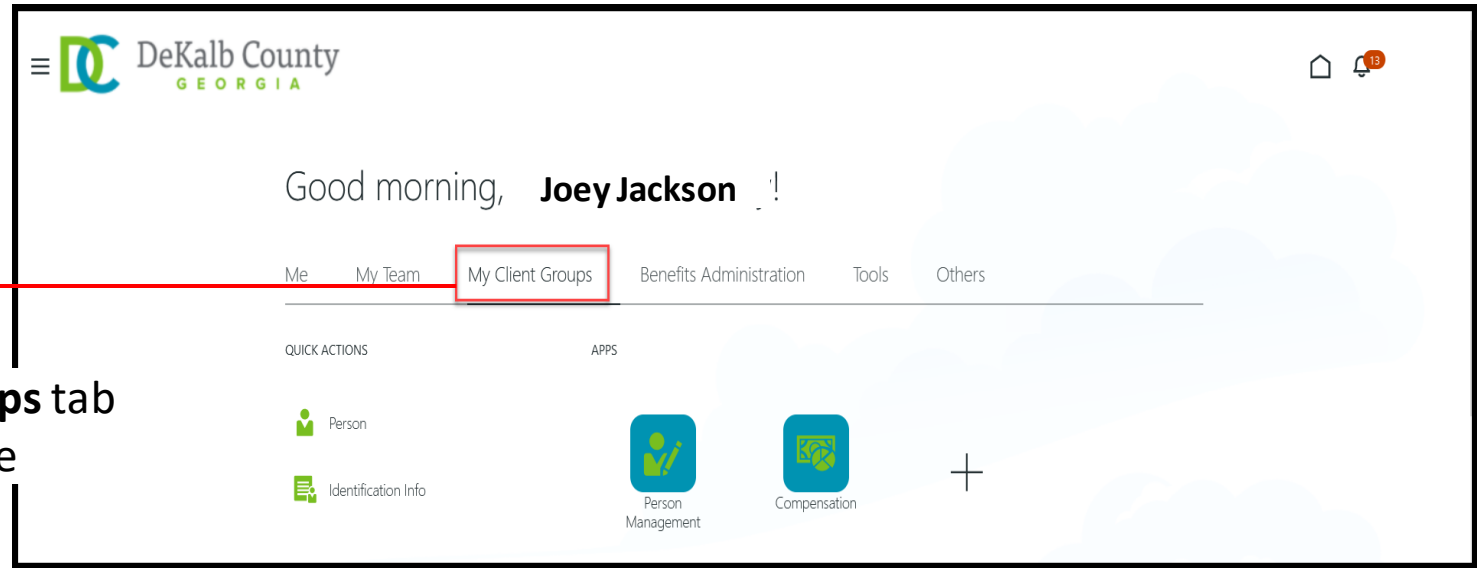


# Withdraw an Absence Request

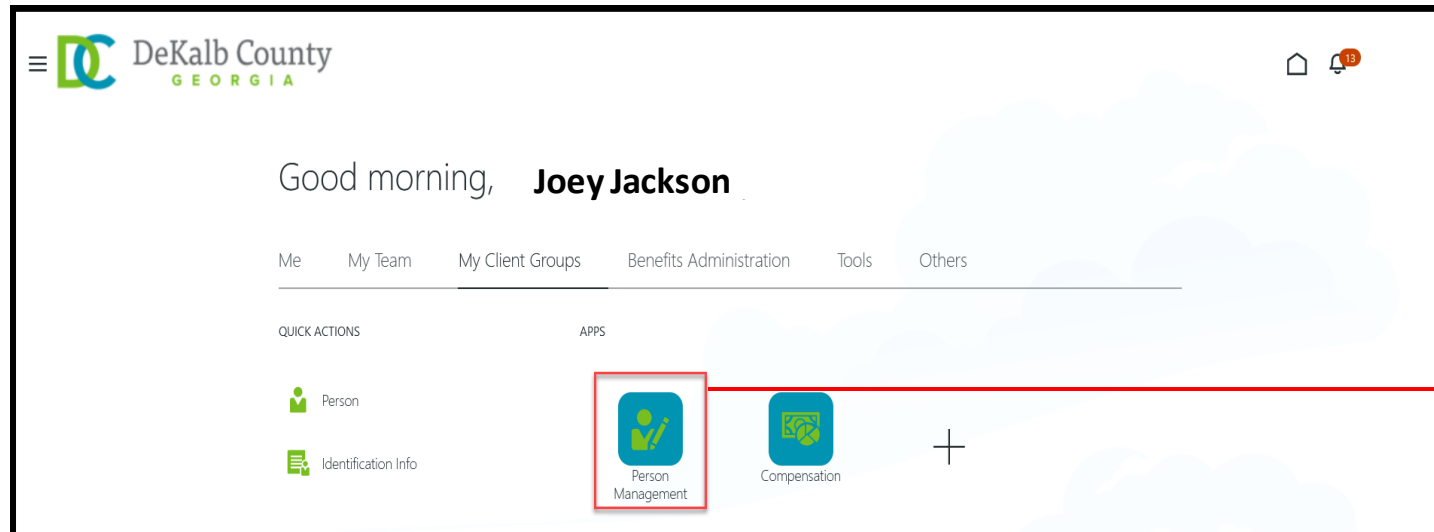
1

Select the **My Client Groups** tab from the CV360 homepage



2

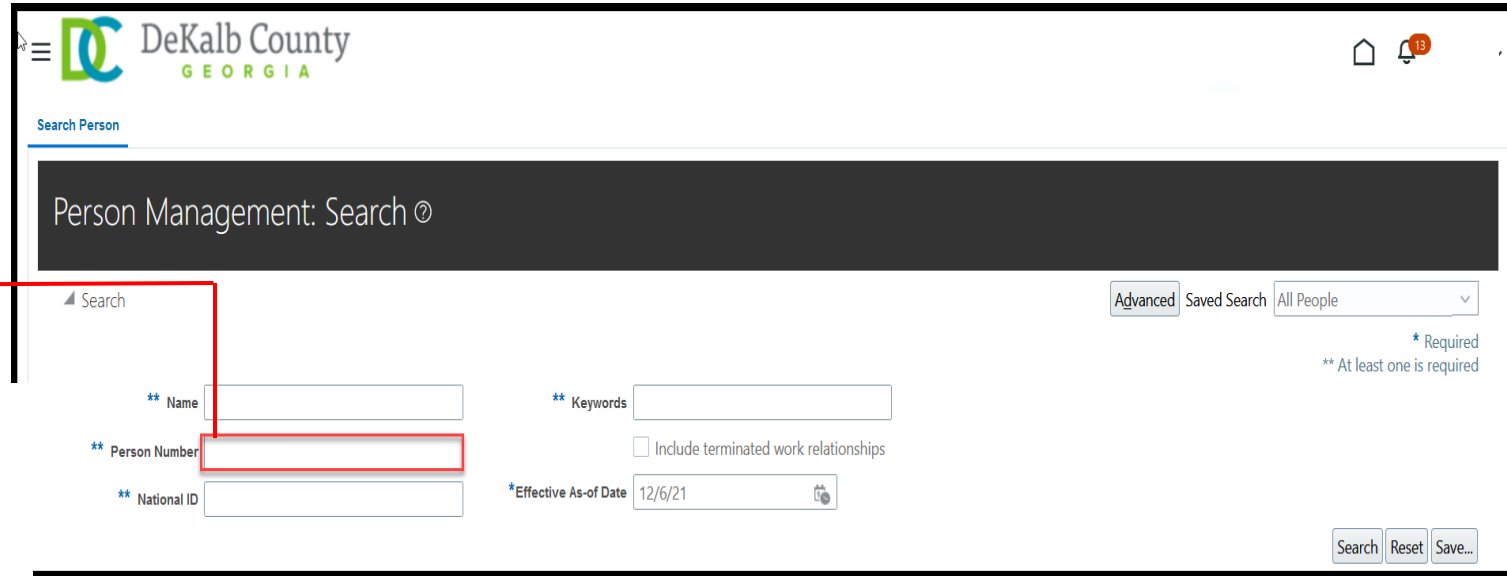
Select the **Person Management** tile within the Apps area



# Withdraw a Absence Request

3

From the **Person Management: Search** page, key in the **Name** or **Employee Number** of the Employee



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

\*\* Name

\*\* Person Number

\*\* National ID

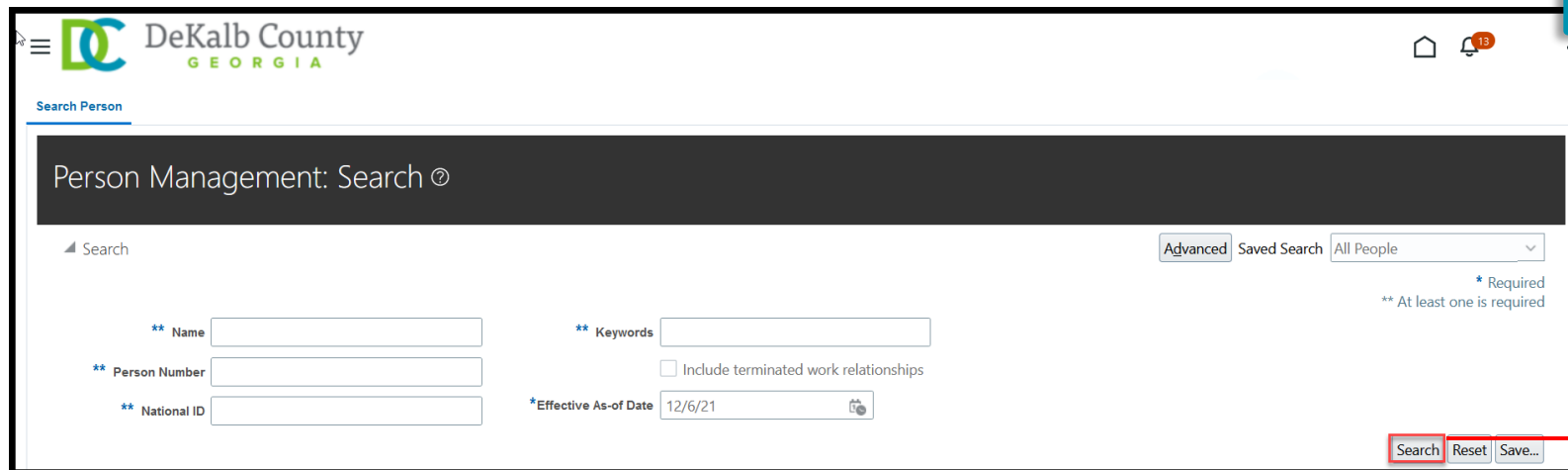
\*\* Keywords

Include terminated work relationships

\*Effective As-of Date 12/6/21

\* Required  
\*\* At least one is required

Search Reset Save...



DeKalb County GEORGIA

Search Person

Person Management: Search

Search

Advanced Saved Search All People

\*\* Name

\*\* Person Number

\*\* National ID

\*\* Keywords

Include terminated work relationships

\*Effective As-of Date 12/6/21

\* Required  
\*\* At least one is required

Search Reset Save...



*Employees may be searched by **Name, Person Number, or by Keywords***

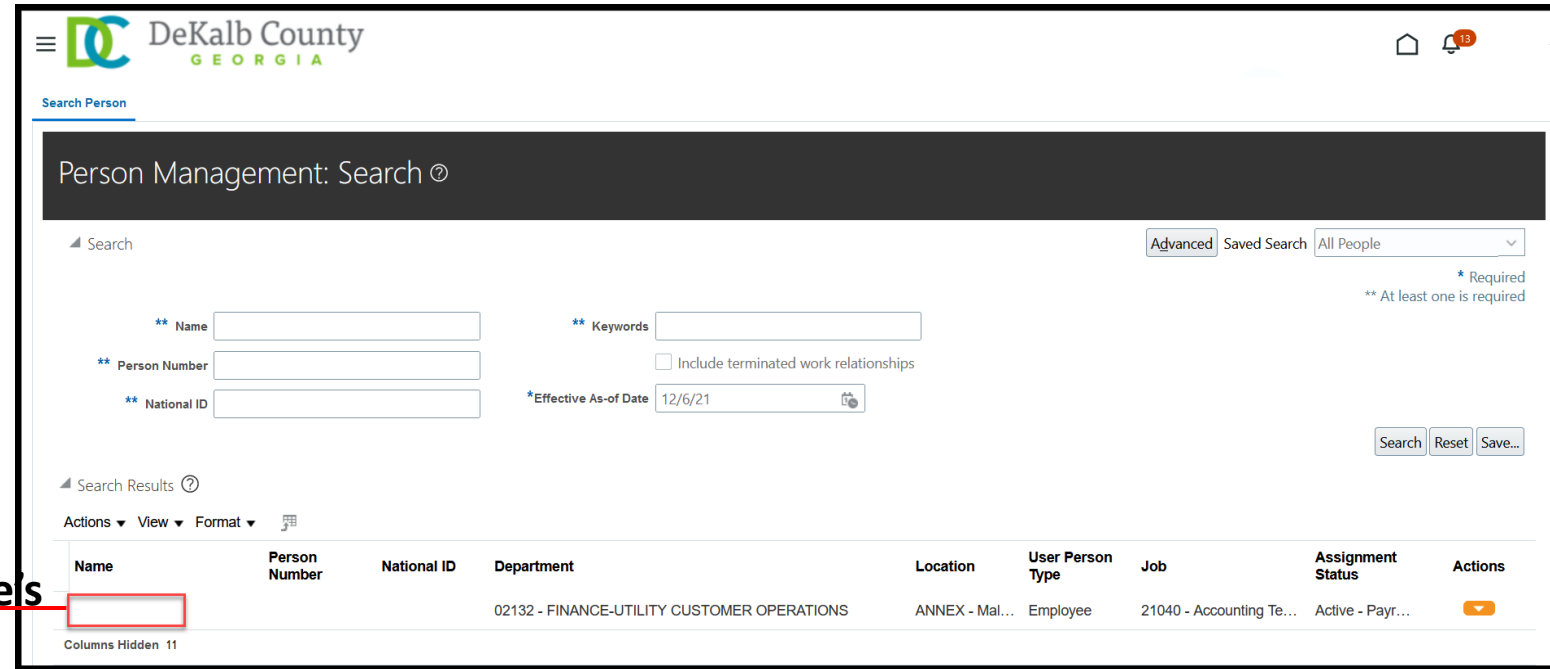
4

Select the **Search** button

# Withdraw a Absence Request

5

From the **Search Results** section, select the **Employee's Name** link



DeKalb County GEORGIA

Person Management: Search

Search

Advanced Saved Search All People

\*\* Name  \*\* Keywords

\*\* Person Number   Include terminated work relationships

\*\* National ID  \*Effective As-of Date 12/6/21

Search Reset Save...

Search Results

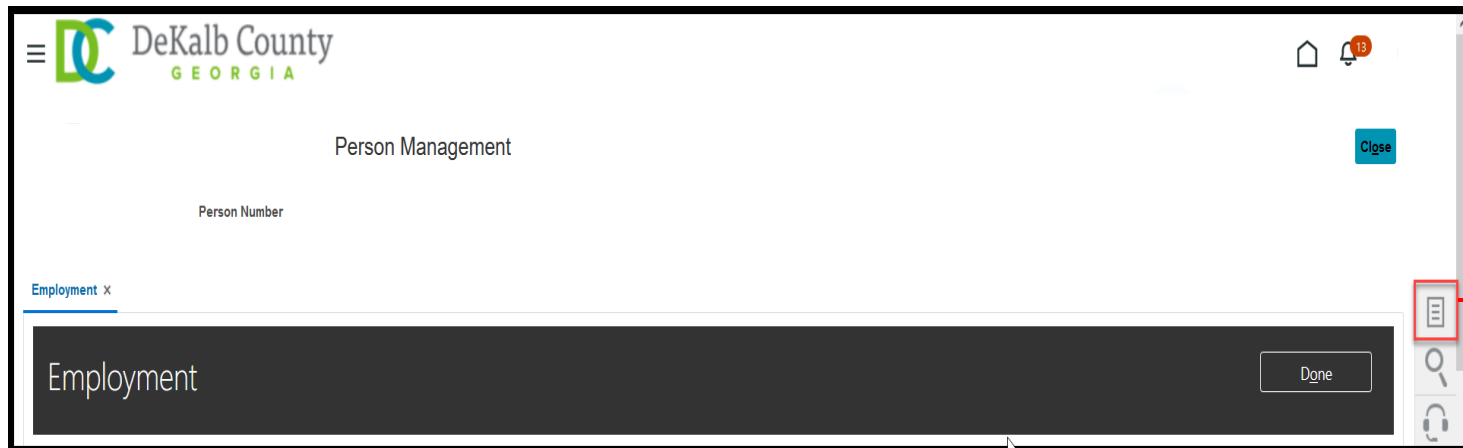
Actions View Format

Name	Person Number	National ID	Department	Location	User Person Type	Job	Assignment Status	Actions
<a href="#">Employee's Name</a>			02132 - FINANCE-UTILITY CUSTOMER OPERATIONS	ANNEX - Mal...	Employee	21040 - Accounting Te...	Active - Payr...	

Columns Hidden 11

6

From the Employment page, select the **Panel Drawer** icon



DeKalb County GEORGIA

Person Management

Person Number

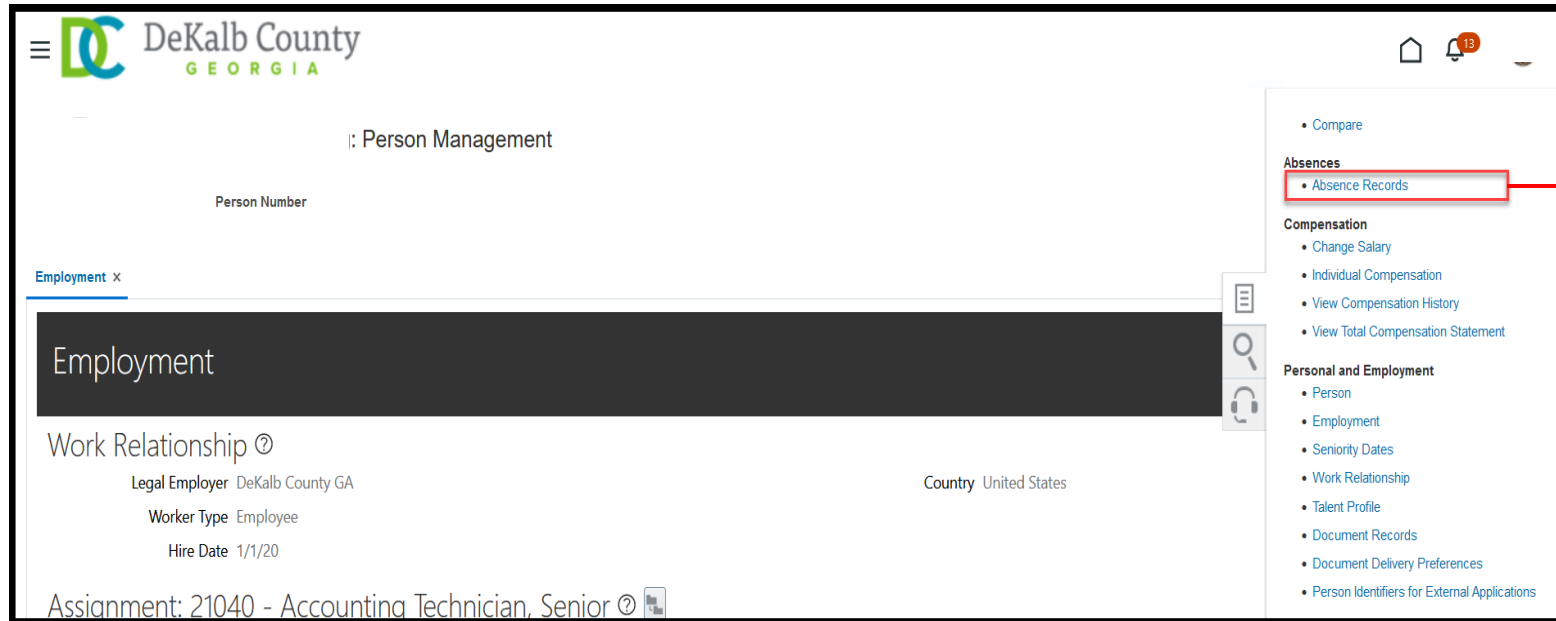
Employment x

Employment

Done

Close

# Withdraw a Absence Request



The screenshot shows the DeKalb County Georgia HR system interface. The top left features the DeKalb County logo and the text "DeKalb County GEORGIA". The main header area displays "Person Management" and a "Person Number" field. Below this, there is an "Employment" section with a dark header and a list of work relationships. The right-hand side contains a panel drawer with several sections: "Absences" (with "Absence Records" highlighted by a red box), "Compensation" (with links for "Change Salary", "Individual Compensation", "View Compensation History", and "View Total Compensation Statement"), and "Personal and Employment" (with links for "Person", "Employment", "Seniority Dates", "Work Relationship", "Talent Profile", "Document Records", "Document Delivery Preferences", and "Person Identifiers for External Applications"). A red line connects the "Absence Records" link to a circular callout containing the number "7".

7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

# Withdraw a Absence Request

Person Number  
052465

Deployment x Absence Records x

## Manage Absences and Entitlements

Absences

Most Recent or Current Absence

Type Annual Leave  
Assignment  
Dates 1/5/22 - 1/5/22  
Status In progress  
Duration 8.5 Hours

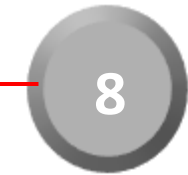
Next Scheduled Absence  
None scheduled.

Pending Actions

Existing Absences

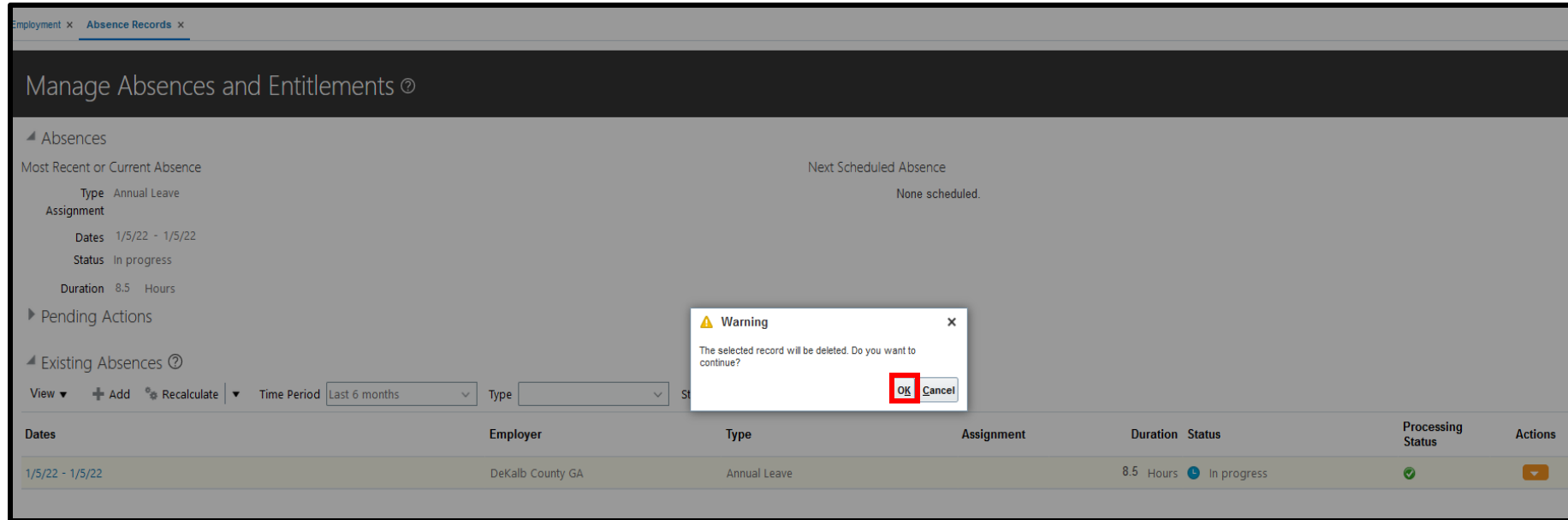
View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	<ul style="list-style-type: none"><li>Withdraw</li><li>Withdrawn Record Deleted</li><li>Delete</li></ul>



Highlight the appropriate Absence request that needs to be withdrawn and select **Withdraw** from the **Actions** drop-down list for

# Withdraw a Absence Request



The screenshot shows the 'Manage Absences and Entitlements' interface. A warning dialog box is displayed in the center, asking for confirmation to delete a record. The dialog box contains the following text: 'Warning', 'The selected record will be deleted. Do you want to continue?', and two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red square. The background interface shows a table of absence records with columns for Dates, Employer, Type, Assignment, Duration, Status, Processing Status, and Actions. The first row shows an absence for '1/5/22 - 1/5/22' at 'DeKalb County GA' for 'Annual Leave' with a duration of '8.5 Hours' and a status of 'In progress'.

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	In progress	✓	⌵



Select the **OK** button in the pop-up window to withdraw the Absence request

# Withdraw a Absence Request

Employment x Absence Records x

## Manage Absences and Entitlements

Absences

Most Recent or Current Absence

Type Annual Leave  
Assignment  
Dates 1/5/22 - 1/5/22  
Status  
Duration 8.5 Hours

Next Scheduled Absence  
None scheduled.

Pending Actions

Existing Absences

View + Add Recalculate Time Period Last 6 months Type Status Detach

Dates	Employer	Type	Assignment	Duration	Status	Processing Status	Actions
1/5/22 - 1/5/22	DeKalb County GA	Annual Leave		8.5 Hours	Withdrawn	✓	



The status of the Absence request will display under the Existing Absences section