

Employee Self Service- Cancel Absence Request

Microsoft Authenticator (MFA)

Access to PeopleSoft from remote locations (off-campus) requires Microsoft Authenticator (MFA)

Example: Approving purchases, submitting absence and timecards, approving a workflow, etc.

UTRGV uses Microsoft Multifactor Authenticator (MFA) to keep our information and applications secure.

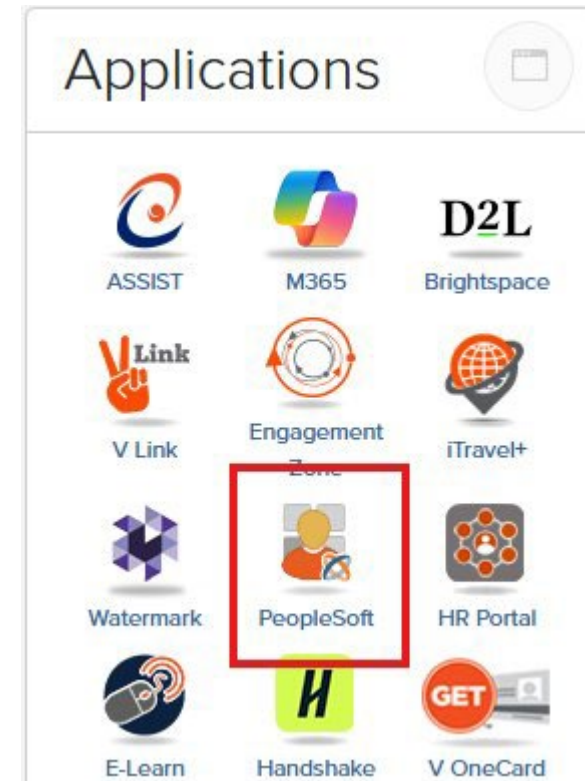
For more information please visit:

[Microsoft Multifactor Authentication.](#)



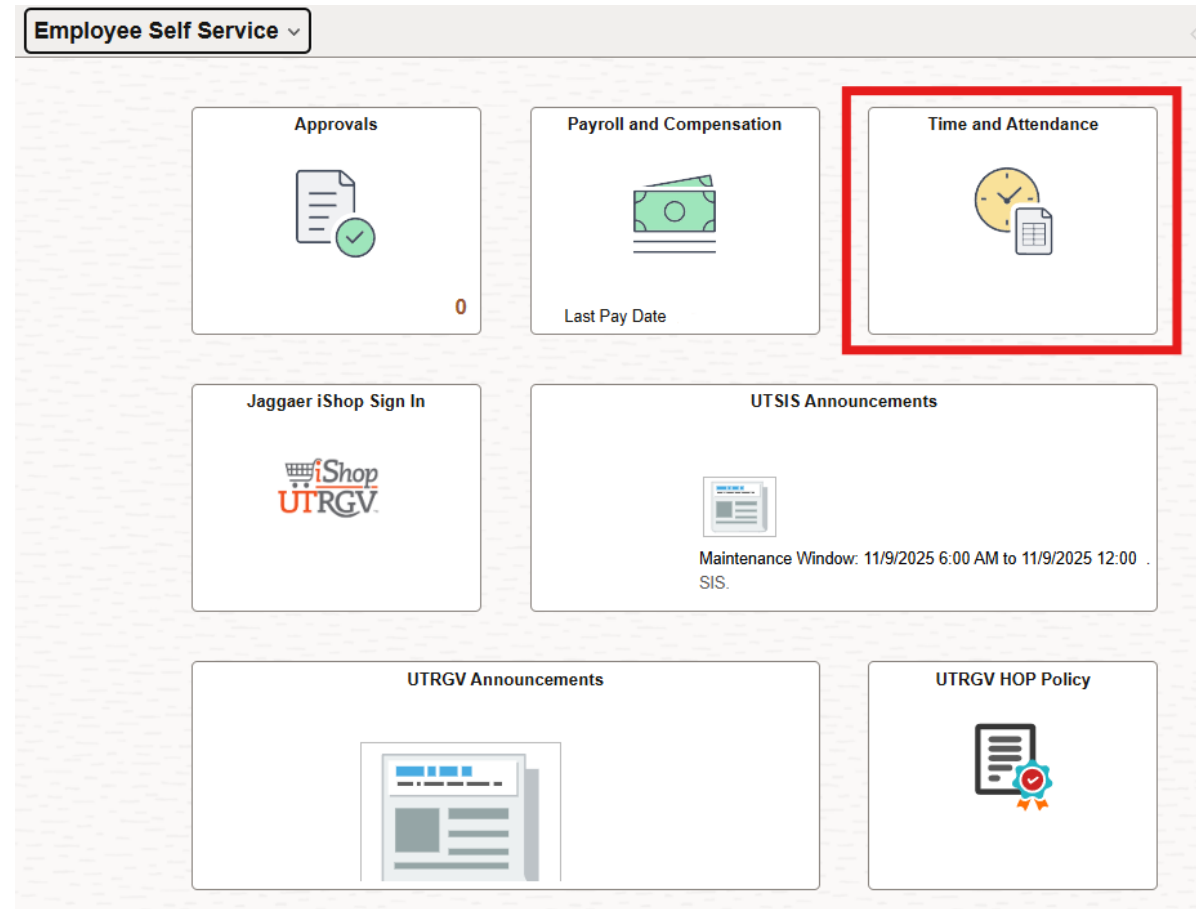
Log In

1. Navigate to <https://my.utrgv.edu>
2. Type in your credentials.
3. PeopleSoft may be found in the Applications section of your MyUTRGV Homepage.

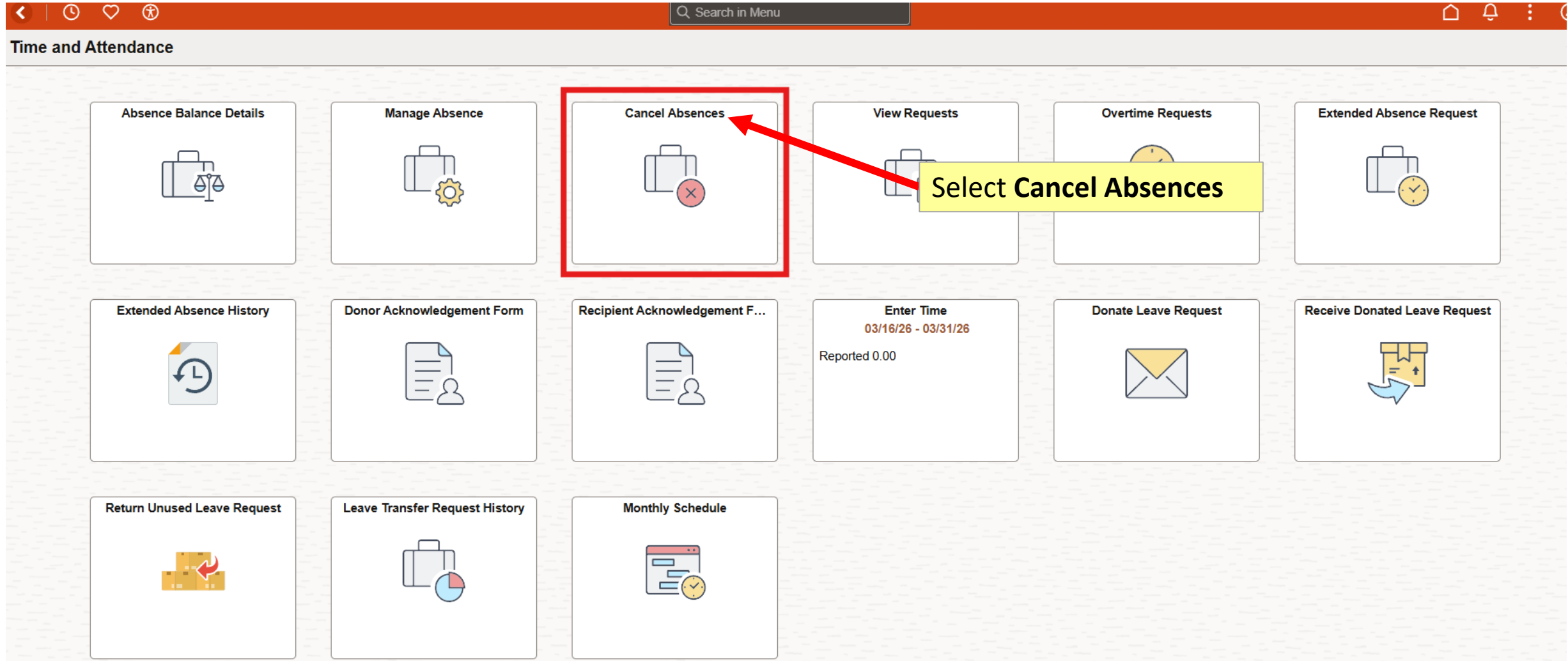


Navigate to Time and Attendance

1. PeopleSoft opens to the Employee Self Service page
2. At the top of the page select Time and Attendance.



Time and Attendance Dashboard



Absence Request Overview

 |   

Search in Menu

Cancel Absences



Human Resources Assist II

View Requests

3 rows

	
Vacation Submitted	04/20/2026 - 04/24/2026 40 Hours
Jury Duty Submitted	04/17/2026 8 Hours
Sick Submitted	04/14/2026 - 04/15/2026 16 Hours

Select the Absence event that needs to be canceled.

Cancel Absence Request

[←](#) | [🕒](#) | [❤️](#) | [👤](#) | | [🏠](#) | [⋮](#) | [🔔](#)

Cancel Absence

 Human Resources Assist II

[Return to Cancel Absences](#)

Select the **Cancel Absence** button.

Cancel Absence

Absence Details

Start Date 04/14/2026

End Date 04/15/2026

Absence Name Sick

Total Hours 16.00 Hours

Status Sul

Comments This is a test for the HR training

Attachments

You have not added any Attachments.

Add Attachment

Comments



Request History >

Confirm Cancel Request

The screenshot shows a web application interface for managing absence requests. At the top, there is a navigation bar with a search bar labeled "Search in Menu" and several icons. Below the navigation bar, the page title "Cancel Absence" is displayed. The main content area is divided into sections: "Absence Details" and "Attachments". In the "Absence Details" section, there is a form with fields for "Start Date" (04/14/2026), "Absence Name" (Sick), "Status" (Submitted), and "Comments". A "Cancel Absence" button is located in the top right corner of the form. A confirmation pop-up dialog is displayed in the center of the screen, asking "Are you sure you want to Cancel this Absence Request?". The dialog has two buttons: "Yes" and "No". A red arrow points from the "Yes" button to a yellow callout box that says "Select **Yes** to cancel the absence request submitted." Another red arrow points from the "No" button to a yellow callout box that says "Select **No** to remove pop up panel." The "Attachments" section below shows a message "You have not added any Attachments." and an "Add Attachment" button. At the bottom, there is a "Request History" section with a right arrow icon.

Cancel Absence

Human Resources Assist II

Return to Cancel Absence

Cancel Absence

Absence Details

Start Date 04/14/2026

Absence Name Sick

Status Submitted

Comments

Attachments

You have not added any Attachments.

Add Attachment

Comments

Request History

Are you sure you want to Cancel this Absence Request?

Yes No

Select **Yes** to cancel the absence request submitted.

Select **No** to remove pop up panel.

Successfully canceled Request

Search in Menu

Cancel Absence

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[Return to Cancel Absences](#)

The absence request has been successfully canceled. Once the **Cancel Absence** button is no longer visible

Absence Details

Start Date

04/14/2026

End Date

04/15/2026

Absence Name

Sick

Total Hours

16.00 Hours

Status

Submitted

Comments

Attachments

You have not added any Attachments.

Cancel Status

Submitted

Comments

Request History

Approval Chain

Return to Homepage



Cancel Absence

**Yosselin Meza Vizcaino**
Human Resources Assist II
[Return to Cancel Absences](#)

Absence Details

Start Date 04/14/2026

End Date 04/15/2026

Absence Name Sick

Total Hours 16.00 Hours

Status Submitted

Comments

Attachments

You have not added any Attachments.

Cancel Status Submitted

Comments

Request History >

Approval Chain >

Click the **Home Button**



to return to the
PeopleSoft Homepage

Sign Out

The screenshot shows the PeopleSoft Employee Self Service interface. The top navigation bar includes the University of Texas Rio Grande Valley logo, a clock icon, a heart icon, a 'Menu' dropdown, a search bar labeled 'Search in Menu', and icons for home, a list, and a user profile. The main content area is titled 'Employee Self Service' and contains a grid of service tiles: 'Delegations', 'OnBoarding', 'Personal Details', 'Talent Profile', 'Benefit Details', 'Performance', 'Total Rewards' (with a 'No Statement Available' message), and 'My Forms'. On the right side, a user menu is open, displaying options: 'New Window', 'My Preferences', 'Help', and 'Sign Out'. The 'Sign Out' option is highlighted with a red rectangular box. A red arrow points from a yellow instructional box below to this 'Sign Out' option.

Employee Self Service

Delegations

OnBoarding

Personal Details

Talent Profile

Benefit Details

Performance

Total Rewards

No Statement Available

My Forms

New Window

My Preferences

Help

Sign Out

You may sign out of
PeopleSoft by selecting



Then select **Sign Out**

Congratulations!

You have successfully completed this topic.

End of Procedure.