

UPDATE A CANCELED ABSENCE JOB AID

This Job Aid assists in updating a canceled absence request for resubmission. In IPPS-A, Members cannot cancel an absence request and submit a new request for the same or overlapping 'To' and 'From' dates.

IPPS-A includes the functionality to view, create, update, and cancel absences. Canceling an absence is a Self-Service activity. Additionally, leave balances are only adjusted if it is a chargeable absence. Reference AR 600-8-10, Leave and Passes.

Absence Requests will process digitally in IPPS-A, with approval and adjudication fully automated to send the appropriate Transaction Identification Number (TIN) or Format Identifier (FID) to Defense Joint Military Pay System (DJMS) to account for the absence.

 Note: See *IPPS-A User Manual* < Chapter 23 < Absences < Process 23-2 View/Update and Approved Absence Request and Process 23-3 Cancel Absence Request.

Update a Canceled Absence

GETTING STARTED

1. Select the **My Absences** tile.
2. The Time screen displays, select **View/Update Requests**.
3. Select the **Canceled Absence**.



 The displayed instructions are applicable following the Member's absence submittal for cancellation and its approval by the Approver.

View/Update Requests			3 rows
Absence Saved	05/26/2023 - 05/29/2023	4 Days	>
Absence Canceled	04/14/2023 - 04/19/2023	6 Days	>
Absence Approved	03/31/2023 - 04/10/2023	11 Days	>

continued on next page ►

Update a Canceled Absence CONTINUED

- The **Request Details** page displays, make desired changes to the absence information and select **Submit**.
- A confirmation dialog box displays, select **Yes**.
- The **View/Update Requests** displays the altered absence request with a new status of Submitted.
- Review the altered absence information.

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[Return to View Requests](#)

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Absence Type:

*Absence Name:

*Reason:

*Start Date:

End Date:

Duration: Days

Status: Canceled

Are you sure you want to Submit this Absence Request?

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For a "Chargeable" absence request, enter non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. SPECIAL ACCRUAL/SELL REQUESTS/BALANCE ADJUSTMENTS: The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

*Date of Departure:

*Date of Return:

*Supervisor Id: MAJ JANE SMITH

Comments:

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Request Absence

Cancel Absences

View/Update Requests

View/Update Requests		3 rows
Absence Saved	05/28/2023 - 05/29/2023	4 Days
Absence Submitted	04/19/2023 - 04/21/2023	3 Days
Absence Approved	04/19/2023 - 04/21/2023	11 Days

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Absence Type: All

Absence Name: Absence

Reason: 01-Annual (Ordinary) Absence

Start Date: 04/19/2023

End Date: 04/21/2023

Duration: 3.00 Days

Status: Submitted

non-chargeable days as dates before/after the "Start/End" Dates in the Depart/Return Dates fields. The duration should always be one day and total number of days entered in space below. NOTE: Reserve/Guard on active duty between 30 & 365 days (or a contingency op) can elect to sell all accrued instead of a specific number of days.

Date of Departure: 04/19/2023

Date of Return: 04/21/2023

*Supervisor Id: MAJ JANE SMITH

Comments: