

MIFFLINBURG AREA SCHOOL DISTRICT EMPLOYEE HOW TO CANCEL AN ABSENCE

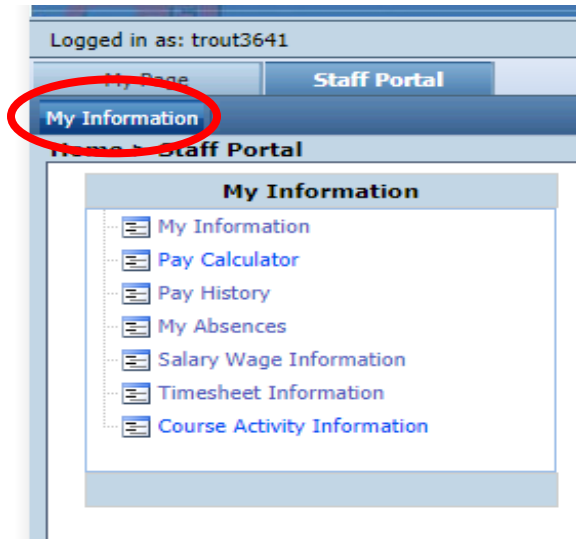
If you need assistance to login please see:
How to login to the New Staff Portal

To cancel a request absence in the staff portal, perform the following:

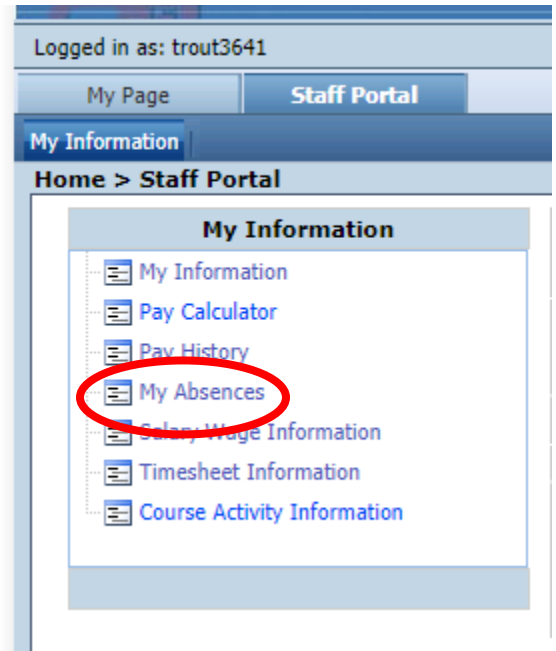
- Login to the Staff Portal
- Click the Staff Portal



- Click on My Information



- Click the My Absences



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1. Click the Scheduled Requests tab to view your future absence information in the grid.
 - ✓ If desired, narrow your requests by absence types using the Absence field.
2. Click the Search button.

The screenshot shows the 'Scheduled Requests' tab selected. The user's name is Ann R Ambridge, ID is 6, and the hire date is 09/04/2002. The 'Absence' dropdown menu is open, showing options: KDVDays, Personal - Misc., and Sick days - Supervisors. The 'Search' button is circled in red. Below the dropdown is a table with columns: Date, Absence, Units, AM/PM, Location, Notes, Cancel, and Status. The table contains five rows of requested absences, all for 'Sick days - Sup...' at 'Brookside Head...'. The 'Cancel' column has checkboxes, and the 'Status' column shows 'Requested'. At the bottom, there are 'Submit' and 'Cancel' buttons, with 'Submit' circled in red.

Date	Absence	Units	AM/PM	Location	Notes	Cancel	Status
11/15/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/14/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/13/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/10/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/09/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested

3. Select the Cancel checkbox for one or multiple absence requests in the grid.

This screenshot is similar to the previous one, but the 'Cancel' checkbox for the first row (11/15/2017) is checked. The 'Submit' button at the bottom right is circled in red.

Date	Absence	Units	AM/PM	Location	Notes	Cancel	Status
11/15/2017	Sick days - Sup...	-1.000		Brookside Head...		<input checked="" type="checkbox"/>	Requested
11/14/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/13/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/10/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested
11/09/2017	Sick days - Sup...	-1.000		Brookside Head...		<input type="checkbox"/>	Requested

4. Click the Submit button to cancel your request.
5. Click OK after the system prompts you to confirm your cancellation request.

