

## Absence Management (Aesop) – How To Cancel a Sub Day Accepted:

Login using your Employee ID # (10 digit phone number) and PIN (4 -5 digit number).

On the home page, days you have accepted will be shown in Blue. You may view past days worked (up to 1 month in the past) and future days you have accepted (several months in the future using the arrow to advance.)

Aug. 19 shown in light blue is a sub day which was accepted.

Select the arrow to advance the calendar to see days accepted in future months.

### To view or cancel a sub day assigned to you:

- Select the date on the calendar (shown in light blue) and the details of the day accepted will be shown in the box.
- Select “Cancel Job” to remove yourself from the future sub day you have accepted.
- A confirmation screen will appear asking you to confirm the cancellation of the sub day.
- Once you have confirmed the cancellation, the day will no longer appear as blue on your calendar.

Cancelling Job

Are you sure you want to cancel job #34236709?

No Yes, Cancel Job