

Manager: How to Cancel or Edit a Time Request

Managers can cancel or edit time requests on behalf of an employee.

STEP 1: Access the Create/View Time Requests Application

Log into the **CityLink MSS Page**: www.portlandonline.com/ess
(Click **SAP CityLink Portal**).

On the **Manager Self-Service** tab, click the **Create/View Time Requests** link.



[Manager Tasks](#)

Overview of tasks to be completed.

Quick Links

[Reminder of Dates](#)

[Employee Time Approval](#)

[Process Time Requests](#)

[Create/View Time Requests](#)

[My Delegations](#)



STEP 2: Select the Employee

Select the **employee** whose time request you want to cancel or edit.

NOTE: If you are looking for an employee who has been delegated to you by another manager, use the **Managers** drop down to view the other manager's employees and select the employee.

Time Request Overview-Jennifer Pansy(00286936)

Employee Selection | My Time Request Overview

Managers: Amin Geranium - 40004342

Employees: Jennifer Pansy

Time Request Overview | New Request | Refresh

Display	Cancel	Edit	Request ID	Request type	FMLA	Request Status	Start Date	End Date	Hours	Submitted On	Submitted By	Processor	Changed On	Changed By	Comments
			000000050144	Vacation	N	Cancelled	05/20/2013	05/20/2013	8.00	05/16/2013	Jennifer Pansy	Amin Geranium	05/17/2013	Amin Geranium	You are the best supervisor ev
			000000050145	Vacation	N	Pending Approval	05/24/2013	05/24/2013	8.00	05/17/2013	Jennifer Pansy	Amin Geranium	05/17/2013	Jennifer Pansy	To the beach!
			000000050132	Sick	N	Approved	04/11/2013	04/12/2013	16.00	05/03/2013	Jennifer Pansy	Amin Geranium	05/06/2013	Amin Geranium	

STEP 3: Cancel or Edit Request

To **Cancel** the request click on the Cancel icon in the row of the request you want to cancel. A window will open asking "Do you really want to cancel the request?" Click **Yes**. The Request Status will change to **Cancelled** and the employee will receive an e-mail noting that the request has been cancelled.

To **Edit** the request, click on the Edit icon in the row of the request you want to edit. The details of the request are now available for editing. You can edit any field that is white (not blue). Click on the **Save**

Request button when the edits are complete. The employee will receive an e-mail noting that the request has been edited.