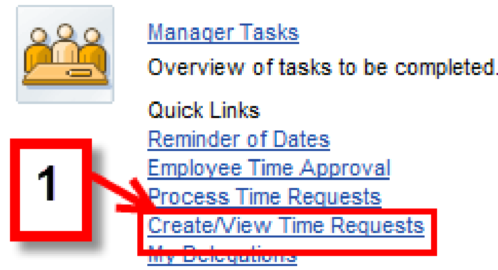
Manager: How to Cancel or Edit a Time Request

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**).

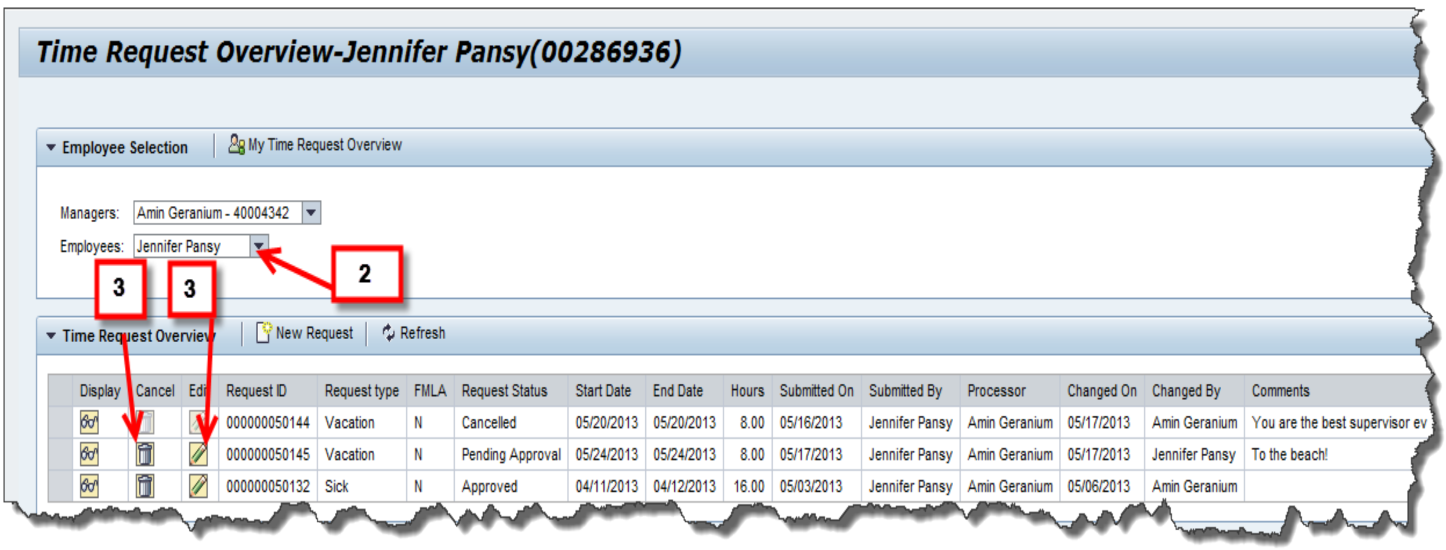
On the **Manager Self-Service** tab, click the **Create/View Time Requests** link.



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.



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