**Self Service Administrator - Deleting a period of historical leave**

This guide will show staff with a Self Service Administrator access how to Delete a period of historical leave for the following types of leave only.

Annual Leave Hours

Paid Leave

Paid Public Service Duties

Training Course

Working Off Site

**How to delete a period of historical leave**

* From the MyHR home screen navigate to UCL Self Service Administrator – Cancel Historical Absences > Cancel Historical Absences to launch Oracle Applications.

*If you hold an escalated role, e.g (Org Up 1). please choose the equivalent role.*



*Figure 1: UCL Self Service Administrator – Cancel Historical Absences menu*

* Oracle Applications will launch automatically or by opening the resulting downloaded ‘jnlp’ file. Run the application where required to be taken to the Absence Detail screen.



*Figure 2: Absence Detail search screen*

* Select ‘No’ to keep the effective date as the date of accessing the system.
* Search for the employee. This can be done by either entering the name in the ‘Full name’ or employee number in the ‘Number’

To search name, enter the name in the following format: **SURNAME%INITIAL%**

For example, Robert Jones would be entered as **Jones%R%**

* Select ‘Find’
* The latest record of historical leave will be displayed (Annual Leave Hours, Paid Leave, Paid Public Service Duties, Training Course and Working Off Site).



*Figure 3: Example of Absence Detail search screen*

* If the leave to be deleted is not displayed use your keyboard’s ‘down arrow’ to locate previous absences. These will go in date order from the most recent backwards.

**Please note:** show the full screen to find the Record number of the absence at the bottom left.

* At the Leave record to be deleted select the delete button from the toolbar  towards the top of the screen, review and confirm the action by selecting ‘Yes’ at the pop up box.



*Figure 4: Deletion decision*

* At the toolbar press the Save button  to commit the deletion.
* Use the ‘up and down’ arrows on the keyboard toggle to any other periods of leave to delete and repeat the deletion and save the actions as described above.
* Depending on the Absence Type the totals displayed in the Balance Information will adjust accordingly.
* On completion of deletion press the  button at Absence Detail to exit Absence Detail.
* To exit Oracle Applications press ‘File > Exit Oracle Applications’ and select ‘OK’ to confirm.