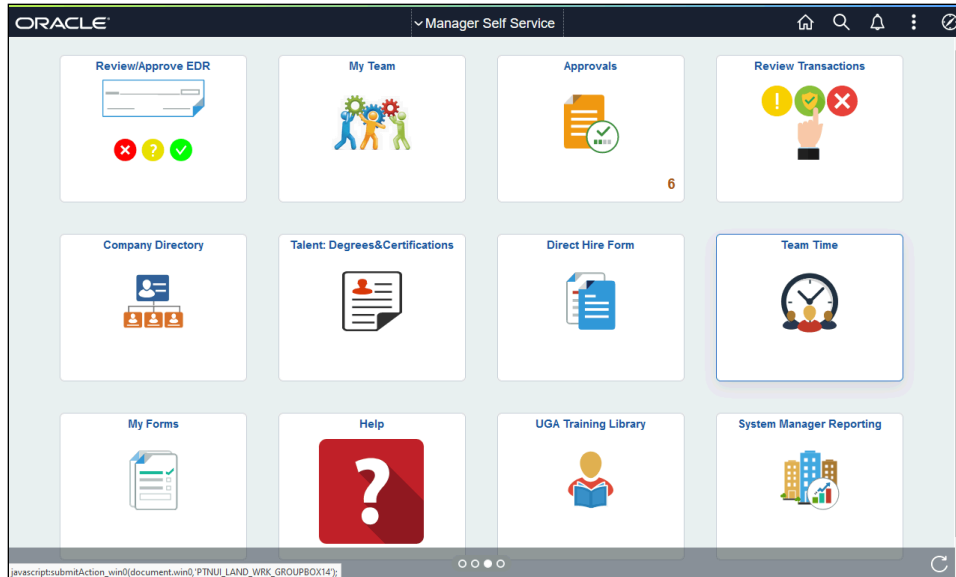



Canceling an Absence Request as a Supervisor



Step	Action
1.	From the Manager Self Service homepage in OneUSG Connect, click the Team Time tile.
2.	The Team Time page is displayed. Click the Cancel Absences link. Cancel Absences
3.	The Cancel Absences page with all available employees is displayed. Select the appropriate Name / Title / ID - Record link. Name / Title / ID - Record
4.	The Cancel Absences page for the selected employee is displayed with their absence requests. Click the appropriate View Requests link.
5.	The selected absence details are displayed. Press [Enter] to continue.

Step	Action
6.	<p>If necessary, scroll to view additional information.</p> <p>Enter appropriate justification for canceling the absence request into the Comments field.</p> <p>Press [Enter] to continue.</p>
7.	<p>The justification is displayed in the Comments field.</p> <p>Click the Cancel Absence button.</p>
8.	<p>A confirmation pop-up is displayed.</p> <p>To proceed, click the Yes button.</p> 
9.	<p>A confirmation message is displayed that the absence request canceled successfully along with a Status change to Cancelled.</p> <p>Status Cancelled</p>
10.	<p>You have successfully completed the steps to cancel an absence request for an employee as a supervisor.</p> <p>End of Procedure.</p>