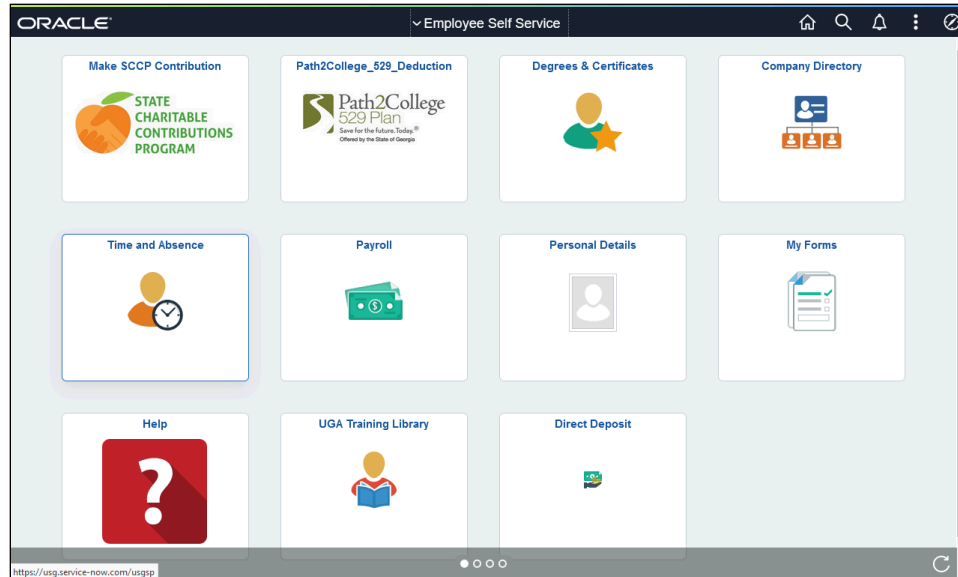
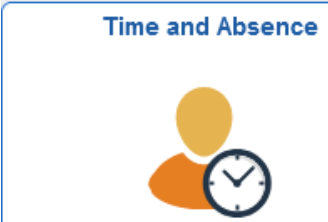


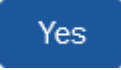

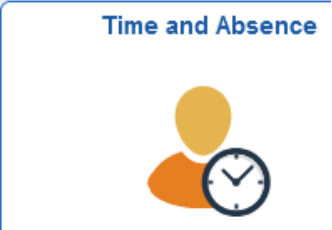



## Editing a Submitted or Approved Absence Request



Step	Action
1.	<p>On the Employee Self Service homepage page in OneUSG Connect, click the <b>Time and Absence</b> tile.</p> 
2.	<p>The Time page is displayed.</p> <p>Click the <b>Cancel Absence</b> tile.</p> 

Step	Action
3.	<p>The Cancel Absences page is displayed with a list of absence requests from the past 90 days and into the future 90 days.</p> <p>Select the appropriate absence request to cancel.</p> <p><b>Note:</b> To view an expanded history of your leave requests, use the Filter button.</p>
4.	<p>The selected Absence Details are displayed.</p> <p>Click the <b>Cancel Absence</b> button.</p> 
5.	<p>A message is displayed, confirming your decision to cancel the absence request.</p> <p>Click the <b>Yes</b> button.</p> 
6.	<p>A confirmation message is displayed stating the absence request is canceled successfully along with a Status of Cancelled</p>
7.	<p>To edit the request, click the <b>Home</b> button.</p> 
8.	<p>The Employee Self Service homepage page is displayed.</p> <p>Click the <b>Time and Absence</b> tile.</p> 
9.	<p>The Time page is displayed.</p> <p>Click the <b>View Absence Requests</b> tile.</p> 

Step	Action
10.	<p>The View Requests page is displayed with a list of absence requests from the past 90 days and 90 days into the future.</p> <p>Select the appropriate absence request to edit.</p> <p><b>Note:</b> To view an expanded history of your leave requests, use the Filter button.</p>
11.	<p>The Request Absence page is displayed with the canceled absence details. You can modify the appropriate fields as needed.</p>
12.	<p>The Partial Days window is displayed.</p> <p>Click the <b>Partial Days</b> drop-down list.</p> <p><b>Partial Days</b></p>
13.	<p>From the Partial Days list, select the appropriate option.</p> <p><b>Note:</b> If you are taking one day of leave, select either All Days or Start Day Only.</p> <p><b>Partial Days</b></p>
14.	<p>Enter the appropriate hours of leave for your partial day.</p>
15.	<p>Click the <b>Done</b> button.</p> <p><b>Done</b></p>
16.	<p>Verify the appropriate field has been updated to reflect the leave you are requesting.</p> <p>Click the <b>Check Leave Balance</b> button.</p> <p><b>Check Leave Balance</b></p>
17.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the <b>OK</b> button.</p> <p><b>OK</b></p>
18.	<p>Click the <b>Submit</b> button.</p> <p><b>Submit</b></p>
19.	<p>A confirmation pop-up window is displayed.</p> <p>To submit, click the <b>Yes</b> button.</p> <p><b>Yes</b></p>

<b>Step</b>	<b>Action</b>
20.	A confirmation message is displayed stating the edited absence request submitted successfully along with a Status of submitted.
21.	<b>End of Procedure.</b>