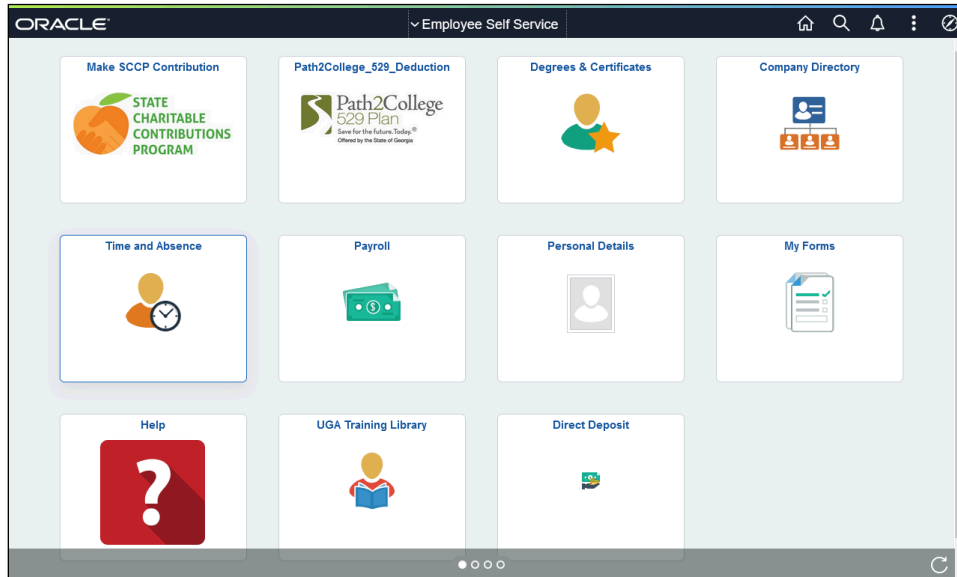
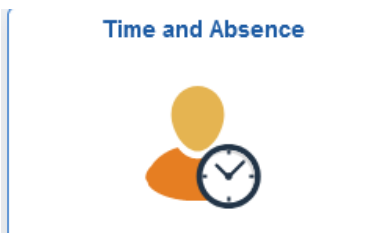
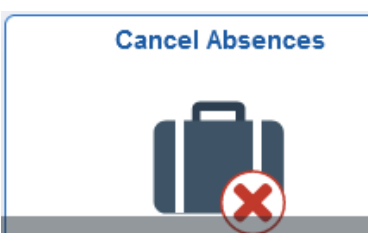








## Editing Your Submitted/Approved Absence Request

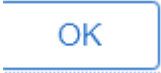






Step	Action
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile.</p> 
2.	<p>The Time page is displayed.</p> <p>Click the <b>Cancel Absences</b> link.</p> 



Step	Action
3.	<p>The Cancel Absence page is displayed. This page will display the status of any absences that have been requested.</p> <p>In the View Requests section of the page, select the appropriate absence you wish to cancel.</p> <p><b>View Requests</b></p> 
4.	<p>The selected absence is displayed.</p> <p>Click the <b>Cancel Absence</b> button.</p> 
5.	<p>Click the <b>Yes</b> button.</p> 
6.	<p>A confirmation message stating, "Absence Request Canceled Successfully" is displayed, and the request is canceled.</p>
7.	<p>Go back to the Time page and click the <b>View Absence Requests</b> tile.</p> 
8.	<p>The View Requests page is displayed with a list of absence requests from the past 90 days.</p> <p>Select the appropriate absence request to edit.</p> <p>Note: To view an expanded history of your leave requests, use the Filter button.</p>
9.	<p>The Request Absence page is displayed with the approved absence details. You can modify the appropriate fields as needed.</p>
10.	<p>From the Partial Days list, select the appropriate option.</p> <p>Note: If you are taking one day of leave, select either All Days or Start Day Only.</p> <p><b>Partial Days</b></p>



Step	Action
11.	Verify the Duration field has been updated to reflect the number of hours of leave you are requesting.  Click the Check Leave Balance button.  <b>Duration</b>
12.	A message is displayed, indicating your eligibility for the requested amount of leave.  Click the OK button.  
13.	If your request date is in the future, you can see the approximate balance of leave available at that point in time.  Click the Forecast Details link.  <a href="#">Forecast Details</a>
14.	The Eligibility Details pop-up is displayed. Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance.  After reviewing the eligible leave balance, click the Close button.  
15.	When you have finished editing the absence request, click the Submit button.  
16.	A message is displayed, indicating your eligibility for the requested amount of leave.  Click the OK button.  
17.	A message is displayed, confirming your decision to submit the absence request.  Click the Yes button.  
18.	A confirmation message is displayed stating the edited absence request submitted successfully along with a Status of submitted.
19.	End of Procedure.