





Canceling Your Approved Absence Request

Step	Action
	<p>Canceling a request is needed if you are no longer taking time off and is the first step needed if you intend to edit the absence request.</p>
1.	<p>From the Employee Self Service homepage in OneUSG Connect, click the Time and Absence tile.</p> 
2.	<p>The Time page is displayed.</p> <p>Click the Cancel Absences link.</p> 
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 you wish to cancel.</p> <p>Note: To view an expanded history of your leave requests, use the Filter button.</p>
4.	<p>The selected absence is displayed.</p> <p>Click the Cancel Absence button.</p> 
5.	<p>Click the Yes button.</p> 
6.	<p>A confirmation message stating, "Absence Request Canceled Successfully" is displayed, and the request is canceled.</p>
7.	<p>You have completed the steps to cancel an approved absence request in OneUSG Connect.</p> <p>End of Procedure.</p>