

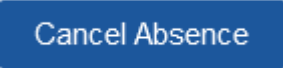
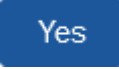

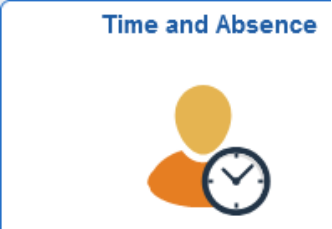




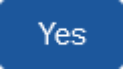


## Editing a Submitted or Approved Absence Request

Step	Action
	<p>A request will always need to be canceled before it can be edited.            You can then edit the canceled request to change the absence type, the dates/duration, or change to partial days.            Employees can also edit a canceled absence request that was previously submitted/approved.</p>
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> 
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> 

Step	Action
6.	A confirmation message is displayed stating the absence request is canceled successfully along with a Status of Cancelled
7.	To edit the request, click the <b>Home</b> button. 
8.	The Employee Self Service homepage page is displayed.  Click the <b>Time and Absence</b> tile. 
9.	The Time page is displayed.  Click the <b>View Absence Requests</b> tile. 
10.	The View Requests page is displayed with a list of absence requests from the past 90 days and 90 days into the future.  Select the appropriate absence request to edit.  <b>Note:</b> To view an expanded history of your leave requests, use the Filter button.
11.	The Request Absence page is displayed with the canceled absence details. You can modify the appropriate fields as needed.
12.	You can choose to change the <b>Absence Name</b> , edit the <b>Start/End Dates</b> , and/or change the request to a <b>Partial Day</b> (by clicking on Partial Day area and making the appropriate selections)
13.	Verify the appropriate fields have been updated to reflect the leave adjustment you are requesting.  Click the <b>Check Leave Balance</b> button. 

Step	Action
14.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the <b>OK</b> button.</p> 
15.	<p>Click the <b>Submit</b> button.</p> 
16.	<p>A confirmation pop-up window is displayed.</p> <p>To submit, click the <b>Yes</b> button.</p> 
17.	<p>A confirmation message is displayed stating the edited absence request submitted successfully along with a Status of submitted.</p>
18.	<p><b>End of Procedure.</b></p>