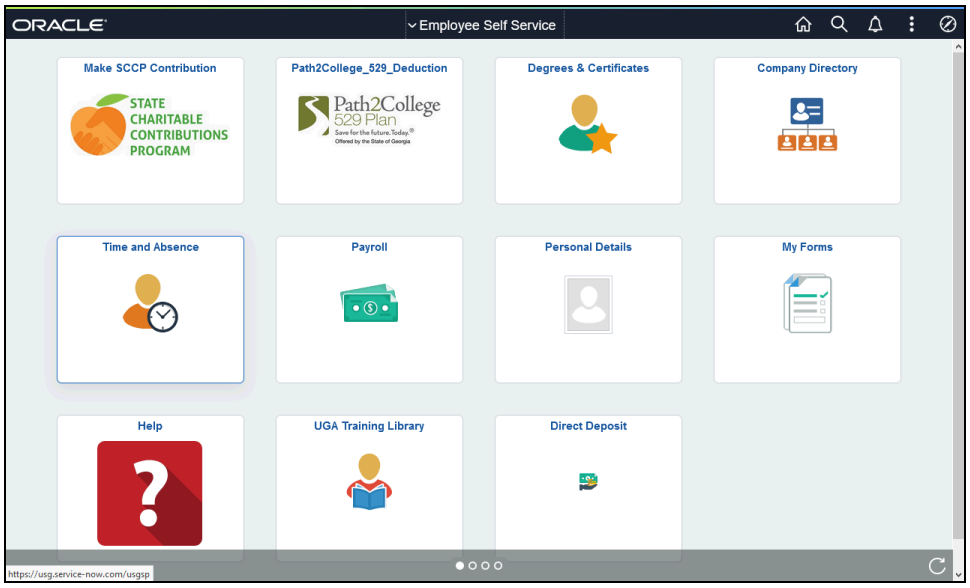
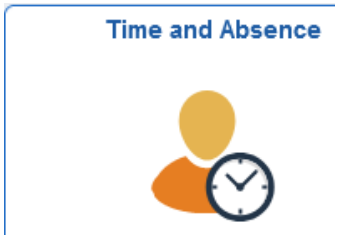
Editing a Canceled Absence Request



Step	Action
1.	On the Employee Self Service homepage page in OneUSG Connect, click the **Time and Absence** tile 
2.	The Time page is displayed. Click the **View Absence Requests** link.

Step	Action
3.	The View Request Page is displayed. On this page, you will see a list of absence requests from the past 90 days. Select the appropriate canceled request to edit. **Note**: To view an expanded history of your leave requests, use the Filter button.
4.	The Request Absence page is displayed with the canceled absence details. Modify the appropriate fields as needed.
5.	The Partial Days window is displayed. Click the **Partial Days** drop-down list.
6.	From the Partial Days list, select the appropriate type. **Note:** If you are taking one day of leave, select either All Days or Start Day Only.
7.	Enter the appropriate number of leave hours requested for your partial day.
8.	Click the **Done** button.
9.	Verify the Duration field has been updated to reflect the number of hours of leave you are requesting. Click the **Check Leave Balance** button.
10.	A message is displayed, indicating your eligibility for the requested amount of leave. Click the **OK** button.
11.	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.

Step	Action
12.	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.
13.	When you have finished editing the absence request, click the **Submit** button.
14.	A message is displayed, indicating your eligibility for the requested amount of leave. Click the **OK** button.
15.	A message is displayed, confirming your action to submit the absence request. Click the **Yes** button.
16.	A confirmation message is displayed stating the edited absence request submitted successfully.
17.	**End of Procedure.**