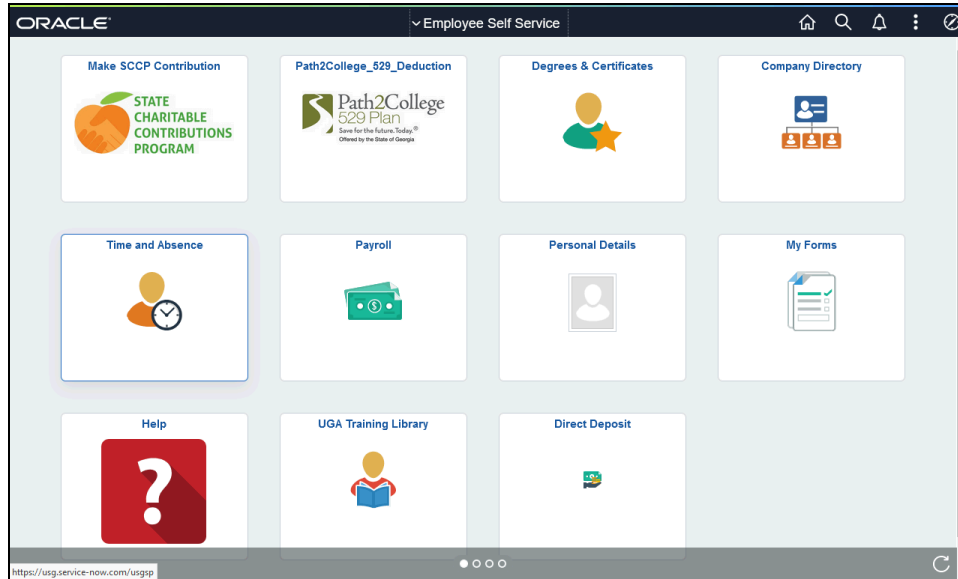
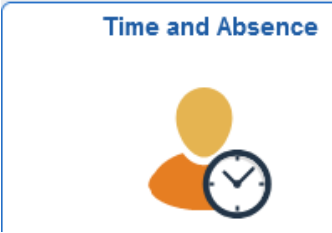







## Editing a Canceled Absence Request




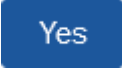


Step	Action
1.	<p>On the Employee Self Service homepage page in OneUSG Connect, click the <b>Time and Absence</b> tile</p> 
2.	<p>The Time page is displayed.</p> <p>Click the <b>View Absence Requests</b> link.</p> 



Step	Action
3.	<p>The View Request Page is displayed. On this page, you will see a list of absence requests from the past 90 days.</p> <p>Select the appropriate canceled request to edit.</p> <p><b>Note:</b> To view an expanded history of your leave requests, use the Filter button.</p>
4.	<p>The Request Absence page is displayed with the canceled absence details. Modify the appropriate fields as needed.</p>
5.	<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>
6.	<p>From the Partial Days list, select the appropriate type.</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>
7.	<p>Enter the appropriate number of leave hours requested for your partial day.</p>
8.	<p>Click the <b>Done</b> button.</p> <p></p>
9.	<p>Verify the Duration field has been updated to reflect the number of hours of leave you are requesting.</p> <p>Click the <b>Check Leave Balance</b> button.</p> <p><b>Duration</b></p>
10.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the <b>OK</b> button.</p> <p></p>
11.	<p>If your request date is in the future, you can see the approximate balance of leave available at that point in time.</p> <p>Click the <b>Forecast Details</b> link.</p> <p><a href="#">Forecast Details</a></p>



Step	Action
12.	<p>Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance.</p> <p>After reviewing the eligible leave balance, click the <b>Close</b> button.</p> 
13.	<p>When you have finished editing the absence request, click the <b>Submit</b> button.</p> 
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>A message is displayed, confirming your action to submit the absence request.</p> <p>Click the <b>Yes</b> button.</p> 
16.	<p>A confirmation message is displayed stating the edited absence request submitted successfully.</p>
17.	<p><b>End of Procedure.</b></p>