

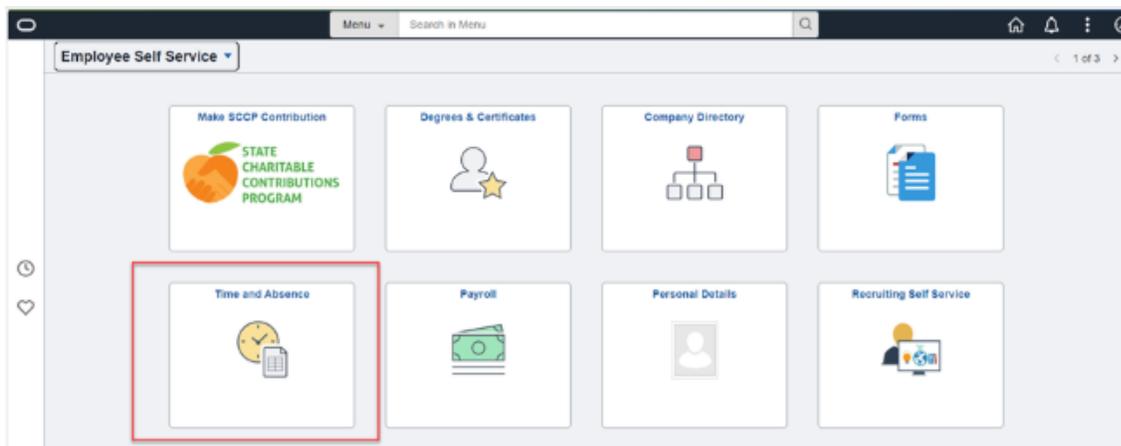


Introduction

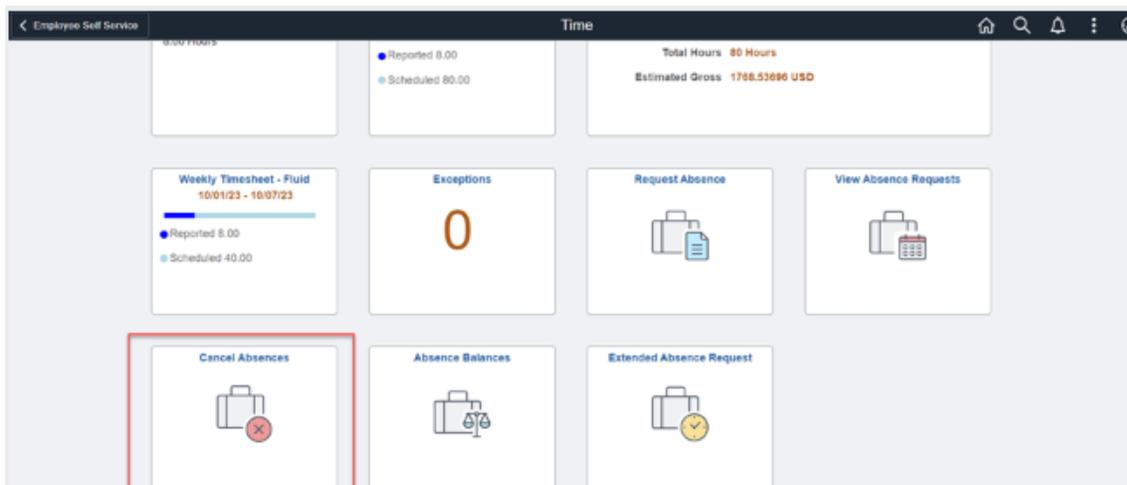
This job aid will review how to cancel a submitted or approved absence request via Employee Self Service.

Instructions

1. Log into **OneUSG Connect**.
2. From **Employee Self Service**, click the **Time and Absence** tile.



3. Click the **Cancel Absences** tile



4. Click the absence event you wish to cancel.
5. Click **Cancel Absence**.

[Type here]

A screenshot of a web application interface for canceling an absence. The page title is "Cancel Absence". At the top left, there is a back arrow and the text "Cancel Absences". At the top right, there are icons for home, search, and a menu. Below the header, there is a link "Return to Cancel Absences" and a blue button labeled "Cancel Absence" which is highlighted with a red rectangular box. The main content area is titled "Absence Details" and contains the following information: Absence Name: Vacation; Start Date: 10/05/2023; End Date: 10/05/2023; Original Start Date: (blank); Duration: 8.00 Hours; Status: Submitted; Comments: (blank). Below this is the "Attachments" section, which states "You have not added any Attachments." and includes an "Add Attachment" button. At the bottom left, there is a "Cancel Details" link.

6. You will be prompted to confirm if you want to cancel the absence. Click **Yes**.