

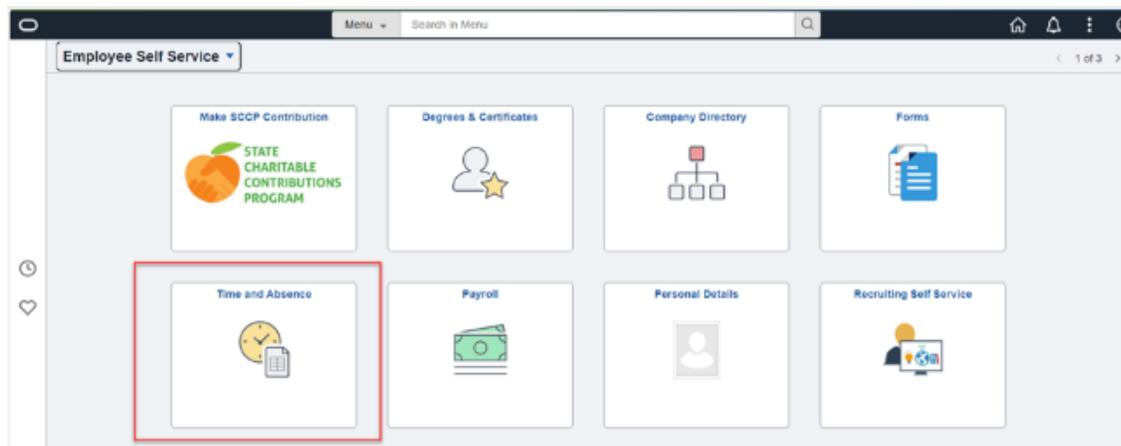


## Introduction

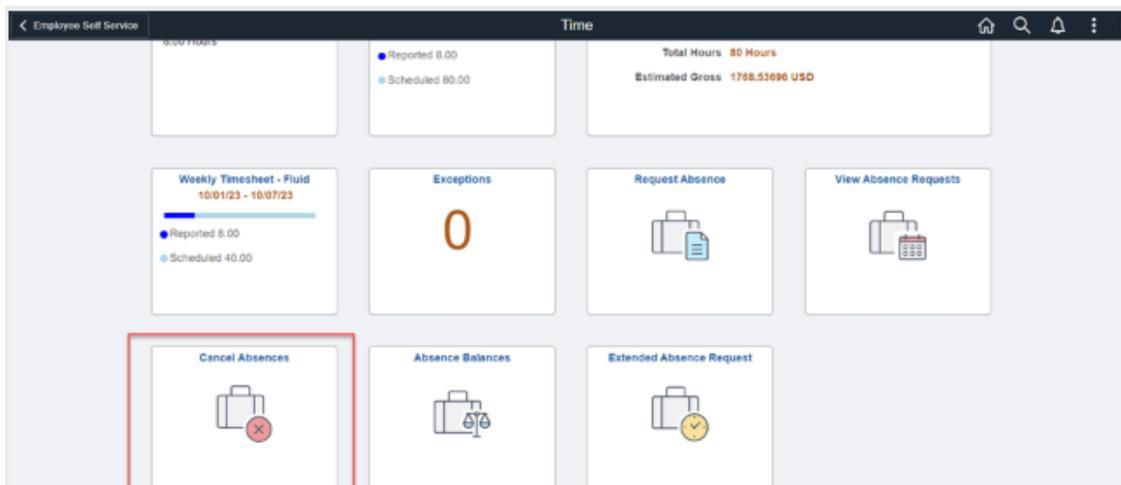
This job aid will review how to edit a submitted or approved absence request via Employee Self Service.

## 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]



Cancel Absence

Return to Cancel Absences

Cancel Absence

**Absence Details**

Absence Name: Vacation  
Start Date: 10/05/2023  
End Date: 10/05/2023  
Original Start Date:  
Duration: 8.00 Hours  
Status: Submitted  
Comments:

**Attachments**

You have not added any Attachments.

Add Attachment

Cancel Details

- You will be prompted to confirm if you want to cancel the absence. Click **Yes**.
- From the **Time and Absence** screen, click the **View Absence Requests** tile to view the canceled request.

Weekly Timesheet - Fluid  
10/01/23 - 10/07/23

Reported 0.00  
Scheduled 40.00

Exceptions  
0

Request Absence

View Absence Requests

- Click on the canceled absence request.
- Make the necessary adjustments to the absence. You can now change the absence name, start date and end date or the duration.
- Click **Check Leave Balance**. This is forecasting the absence to see if it is eligible or not.

Return to View Requests

Changing the Absence Name will clear the detailed information associated

Submit

\*Absence Name: Vacation

\*Start Date: 10/06/2023

End Date: 10/06/2023

Original Start Date:

Duration: 8.00 Hours

Partial Days: None

Status: Canceled

Check Leave Balance

Comments:

- Click **OK**.

[Type here]

A screenshot of the 'Request Absence' web form. The form fields include: \*Absence Name (Vacation), \*Start Date (10/06/2023), End Date (10/06/2023), Original Start Date (10/06/2023), Duration (8.00), Partial Days (None), and Status (Canceled). A red box highlights the date fields. A white pop-up dialog box is centered over the form, displaying 'ELIGIBLE' and 'Date Time: October 05, 2023 at 08:36' with an 'OK' button. At the top right of the form is a blue 'Submit' button. Below the form are buttons for 'Check Leave Balance' and 'Forecast Details', and a 'Comments' text area.

12. Once the forecast has completed, click **Submit**.

A screenshot of the 'Request Absence' web form, identical to the previous one but with the 'Submit' button highlighted by a red box. The form fields and pop-up dialog are the same as in the previous screenshot.

13. You will be prompted to confirm if you want to submit.

14. Click **YES**. Notice the status changed from "Canceled" back to "Submitted".