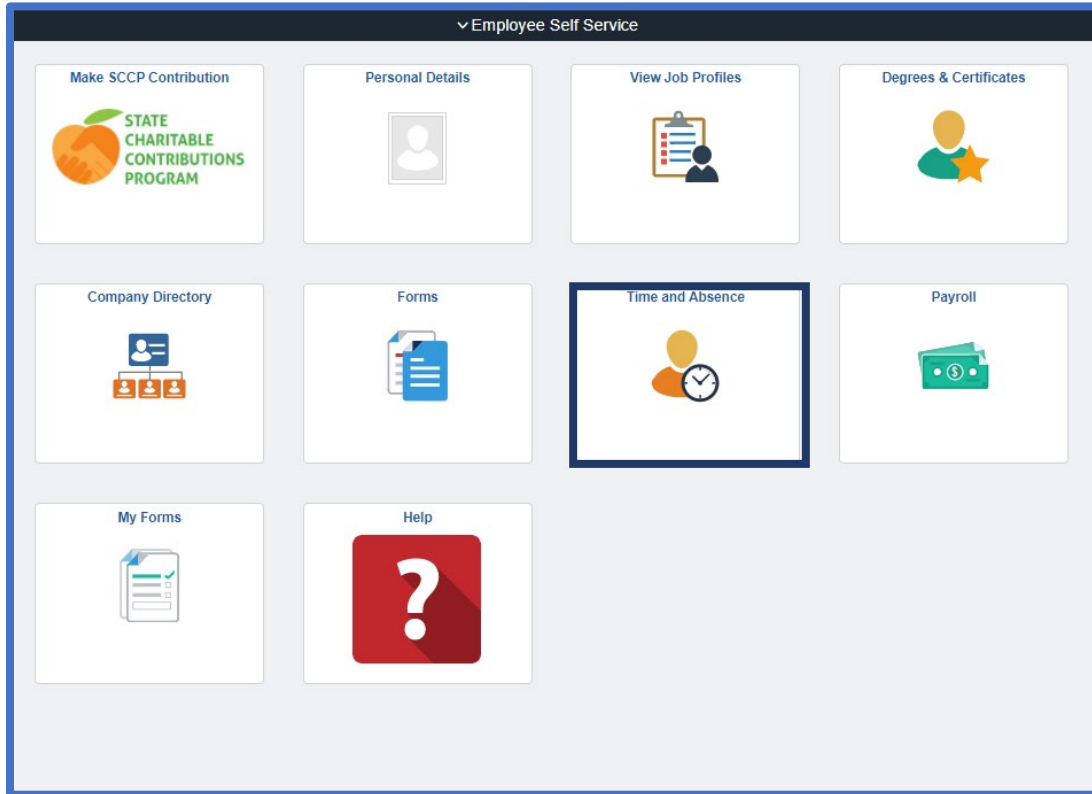



## How Do I Cancel an Absence Request?

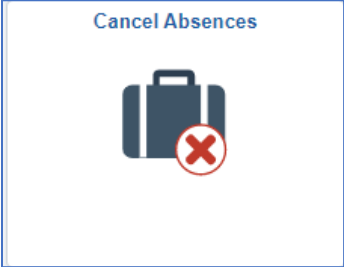
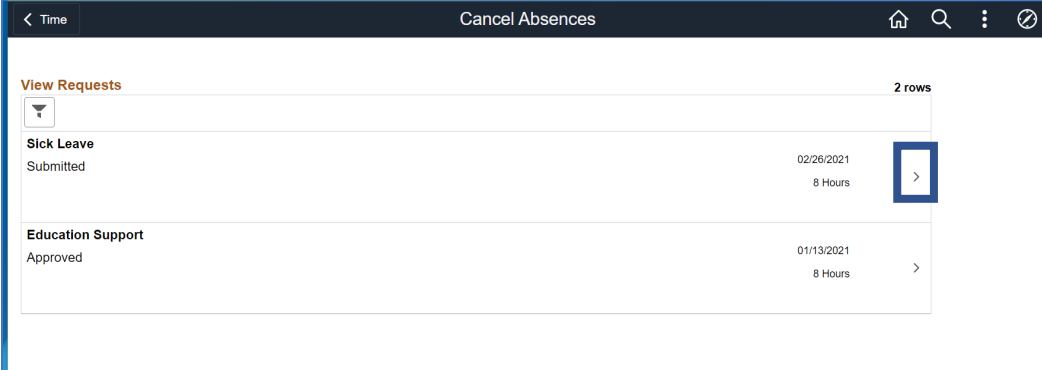
### Navigation

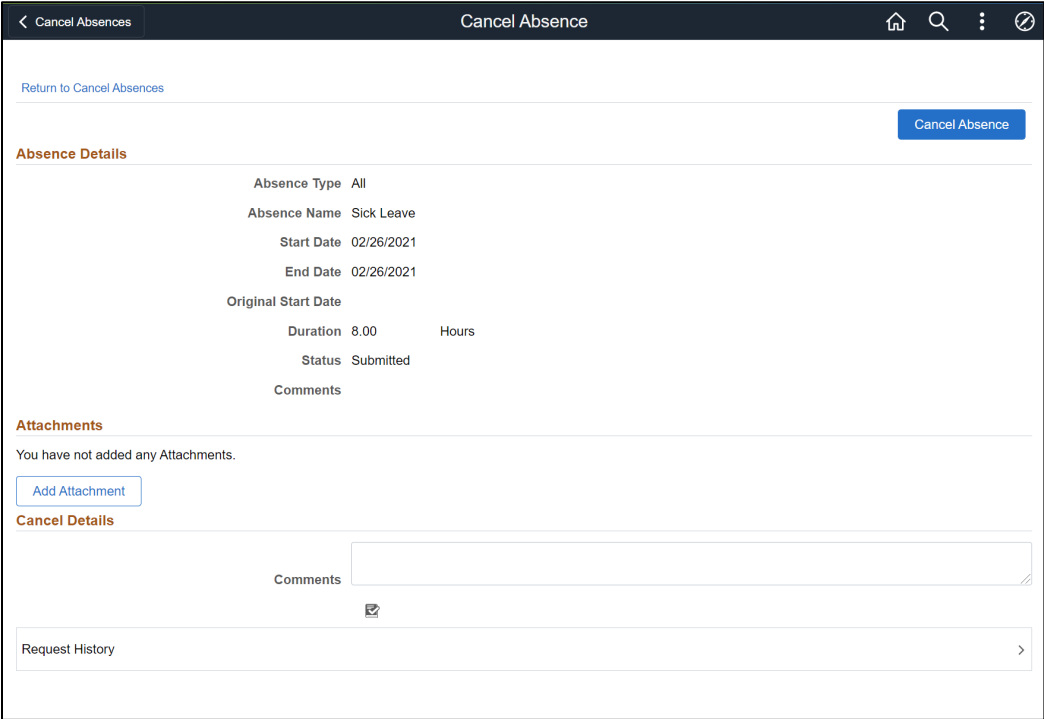

#### Employee Self Service > Time and Absence > Cancel Absences



#### Submitting a Full Day Absence Request

Step	Action
1.	From Employee Self Service Homepage, click the <b>Time and Absence</b> tile. <div data-bbox="367 1535 680 1793" style="border: 2px solid blue; padding: 5px; margin: 10px 0;">  </div>

Step	Action
2.	<p>The Time page is displayed.</p> <p>Click the <b>Cancel Absences</b> file.</p> 
3.	<p>The Cancel Absences page is displayed.</p> 
4.	<p>Click on &gt; to select the appropriate request from the displayed list.</p>
5.	<p>Click the <b>Absence Name</b> drop-down list.</p> <p><b>*Absence Name</b></p>

Step	Action
6.	<p>Absence Name is required. The list is filtered by the Absence Type.</p> <p>Choose the appropriate absence name from the list.</p> 
7.	<p>The Add Attachment feature allows you to upload documentation with your absence request.</p> <p><b>Note:</b> Supporting documents are not required, so this step may be skipped.</p> 
8.	<p>If necessary, use the <b>Comments</b> field for under Cancel Details related to cancelling your absence request.</p> <p><b>Comments</b></p>

Step	Action
9.	<p>When you are ready, click the <b>Cancel Absence</b> button.</p> <div data-bbox="371 396 618 455" style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; display: inline-block; margin: 10px 0;">Cancel Absence</div> <p><b>Note:</b> The request will be routed to your supervisor for review.</p>
10.	<p>A confirmation pop-up is displayed.</p> <p>Click the <b>Yes</b> button.</p> <div data-bbox="367 716 490 785" style="border: 1px solid black; background-color: #0056b3; color: white; padding: 5px; display: inline-block; margin: 10px 0;">Yes</div>
11.	<p>The absence cancellation request has been submitted for review.</p> <p><b>Note:</b> You will also receive an email confirming your absence cancellation request has been submitted.</p> <p><b>Status</b> Submitted</p>
12.	<p>You have completed the steps to cancel an absence request in OneUSG Connect.</p>