


CANCEL A SUBMITTED TIME OFF REQUEST

Submitted but not approved time off requests display in **gray** on the Absence Calendar and can be canceled.

1. Select the **Absence application**. 
2. Click the **Correct My Absence** button to access the Absence calendar.
3. Click the time off entry on the calendar you wish to cancel. The Details box opens.
4. Click **Cancel this Request**.

Details

Turn on the notifications for this calendar

3 items

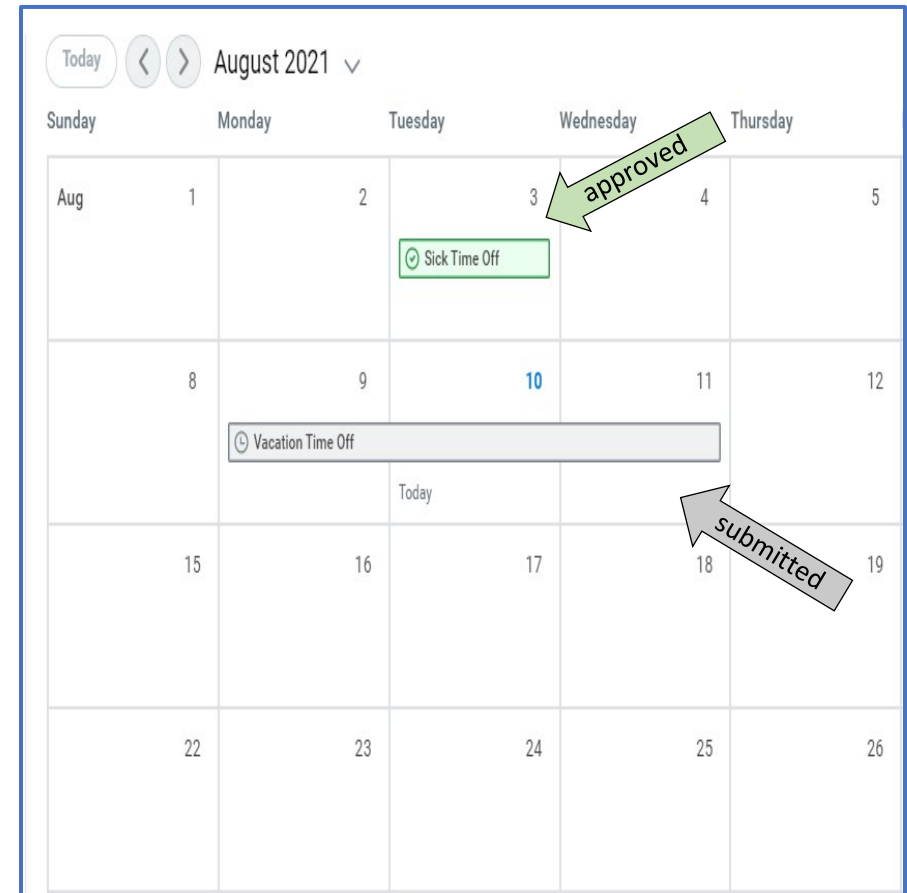
Date	Type	Requested	Initiated On	Absence Event
08/09/2021	Vacation Time Off	4 Hours	08/05/2021 02:48 PM	Absence Request:
08/10/2021	Vacation Time Off	8 Hours	08/05/2021 02:48 PM	Absence Request:
08/11/2021	Vacation Time Off	8 Hours	08/05/2021 02:48 PM	Absence Request:

Cancel this Request

Close

5. Enter a comment. **Commenting is required for a cancellation.**
6. Click **Submit**. No approval is required. Request is deleted from your calendar

ABSENCE CALENDAR



CORRECT OR CANCEL AN APPROVED TIME OFF REQUEST

Approved time off requests display in **green** on the Absence Calendar and must be corrected to change or cancel it.



1. Select the **Absence application**.
2. Click the **Correct My Absence** button to access the Absence calendar.
3. Click the **Absence request** you want to correct or remove. The Correct Absence box opens.
4. From the Correct Absence box you can change the hours requested, eliminate days completely, and/or change the type of time off requested.

Correct Absence Lisa Hancock (5451)

Total
20 Hours

Monday, August 9, 2021 - Wednesday, August 11, 2021

Select All 1 selected

Correct 3 items

	Date	Type	Daily Quantity	Select
<input type="checkbox"/>	Monday, August 9, 2021	Vacation Time Off	4 Hours	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Tuesday, August 10, 2021	Vacation Time Off	8 Hours	<input type="checkbox"/>
<input type="checkbox"/>	Wednesday, August 11, 2021	Vacation Time Off	8 Hours	<input type="checkbox"/>

Type *

Quantity per Day

Unit of Time

Comment

OPTIONS

To change the quantity of hours requested:

1. Select the day(s) and enter the number of hours you wish to request off.
2. Click **Submit**.
3. Your request is again awaiting approval and changes from green back to gray on the Absence Calendar.

To delete a day(s) or an entire request:

1. Click the minus button beside the day(s) you wish to remove.

Correct 2 items

	Date	Type	Daily Quantity	Select
<input type="checkbox"/>	Monday, September 6, 2021	Vacation Time Off	4 Hours	<input type="checkbox"/>
<input type="checkbox"/>	Tuesday, September 7, 2021	Vacation Time Off	8 Hours	<input type="checkbox"/>

2. Click **Submit**.
3. Your request is now gray on the Absence Calendar awaiting approval.
4. Once approved, your request will disappear from the Absence Calendar (if you deleted the entire request) or change back to green.