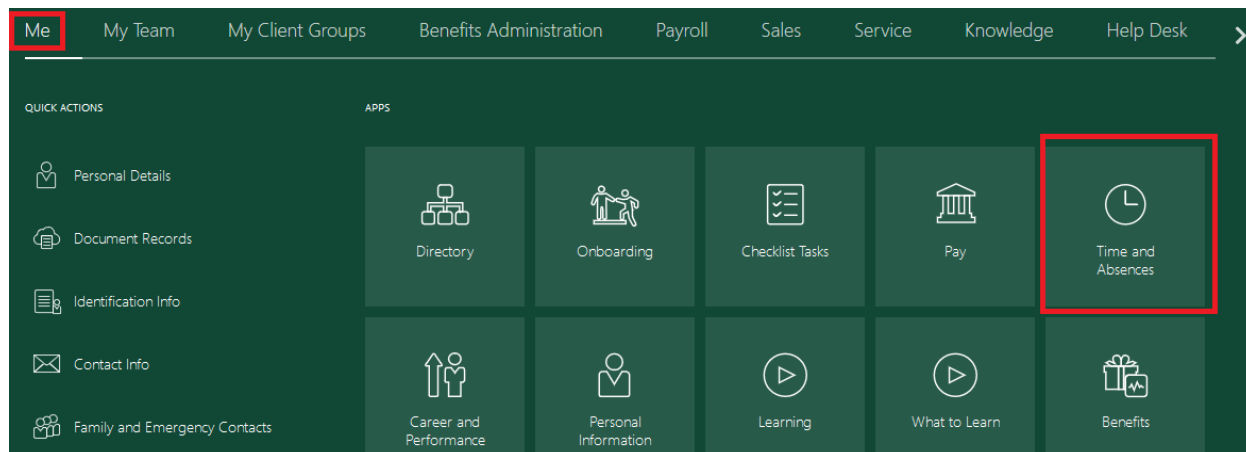


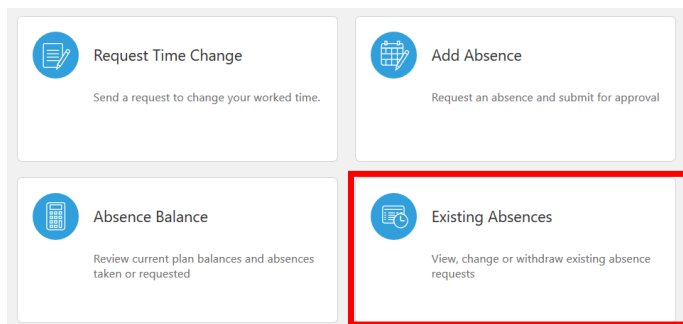
Absence Management: Editing and Withdrawing Absences

I. Editing Existing Absences

1. Under **Me**, select **Time and Absences**.



2. To view your absences, select **Existing Absences**.





3. To edit an already submitted absence request, select the **pencil icon** at the end of the row of the absence request.
- Submit the change as you would a normal absence request and then select **Submit**.
 - Note: If the absence request had already been approved, editing the absence request will resend the absence request to the line manager/HCM Specialist for approval.*

| Absences | | + Add |
|--|-------------------|-----------------------|
| Last 6 months | Sort By | Date |
| Vacation: 8.000 Hours 3/18/20 - 3/18/20 | Awaiting approval | |
| Vacation: 24.000 Hours 3/9/20 - 3/11/20 | Completed | |

Absence Management: Editing and Withdrawing Absences

II. Withdrawing Absences

1. To withdraw an absence, first make sure you're in the **Existing Absences** page.
2. Select the **pencil icon** at the end of the row of the absence request.

| Absences | | + Add |
|--|-------------------|---|
| Last 6 months | Sort By | Date |
| Vacation: 8.000 Hours 3/18/20 - 3/18/20 | Awaiting approval |  |
| Vacation: 24.000 Hours 3/9/20 - 3/11/20 | Completed |  |

3. At the top, select **Delete**.

Edit Absence