

Editing Your Submitted/Approved Absence Request

Step	Action
------	--------

Step	Action
3.	<p>The Cancel Absence page is displayed. This page will display the status of any absences that have been requested.</p> <p>In the View Requests section of the page, select the appropriate absence you wish to cancel.</p>
4.	<p>The selected absence is displayed.</p> <p>Click the Cancel Absence button.</p>
5.	<p>Click the Yes</p>

Step	Action
11.	<p>Verify the Duration field has been updated to reflect the number of hours of leave you are requesting.</p> <p>Click the Check Leave Balance button.</p>
12.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the OK button.</p>
13.	<p>If your request date is in the future, you can see the approximate balance of leave available at that point in time.</p> <p>Click the Forecast Details link.</p>
14.	<p>The Eligibility Details pop-up is displayed. Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance.</p> <p>After reviewing the eligible leave balance, click the Close button.</p>
15.	<p>When you have finished editing the absence request, click the Submit button.</p>
16.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the OK button.</p>
17.	<p>A message is displayed, confirming your decision to submit the absence request.</p> <p>Click the Yes button.</p>

18. A confirmation message is displayed stating the edited absence request has been submitted. Click the OK button.