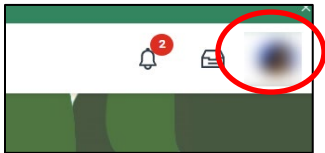


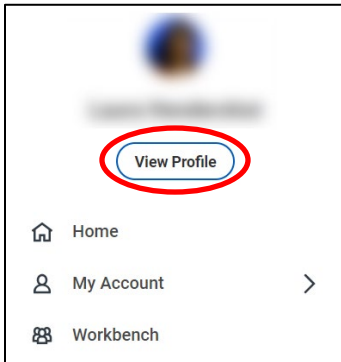
## HOW TO CANCEL A REQUESTED ABSENCE

From the Home page:

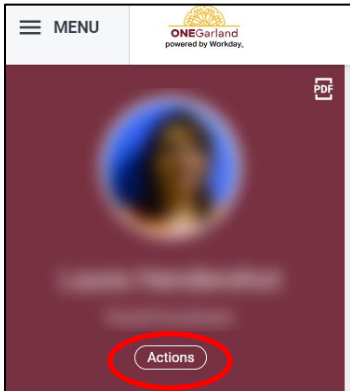
1. Click on your **Profile Picture** in the upper right corner.



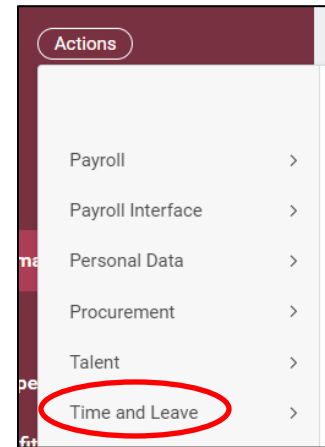
2. Click on **View Profile**.



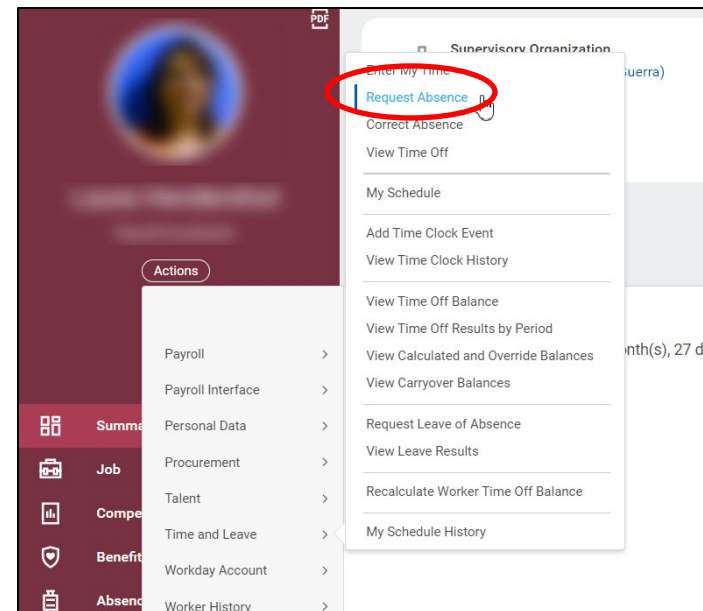
3. On the far-left side of the page select **ACTIONS**.



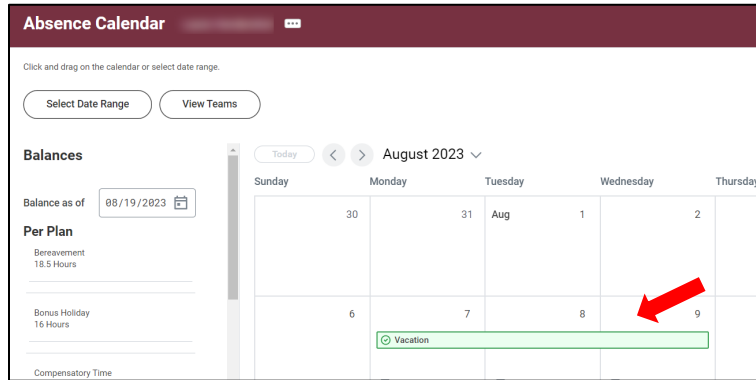
4. Hover over **Time and Absence** and find **Request Absence**.



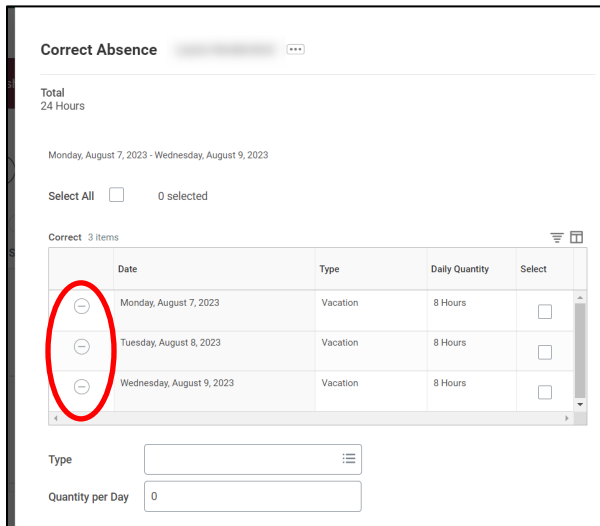
5. Next click on **Request Absence**.



6. The current month calendar will populate.
7. Go to the month that the request needs to be canceled.
8. Click on the **GREEN** Approved request.



9. The correct absence box will then appear.
10. Click the negative sign ( - ) next to each day you need to cancel.



11. Once you click on the days they will disappear.
12. Now click on **SUBMIT**. This request will be sent to your supervisor for approval.

