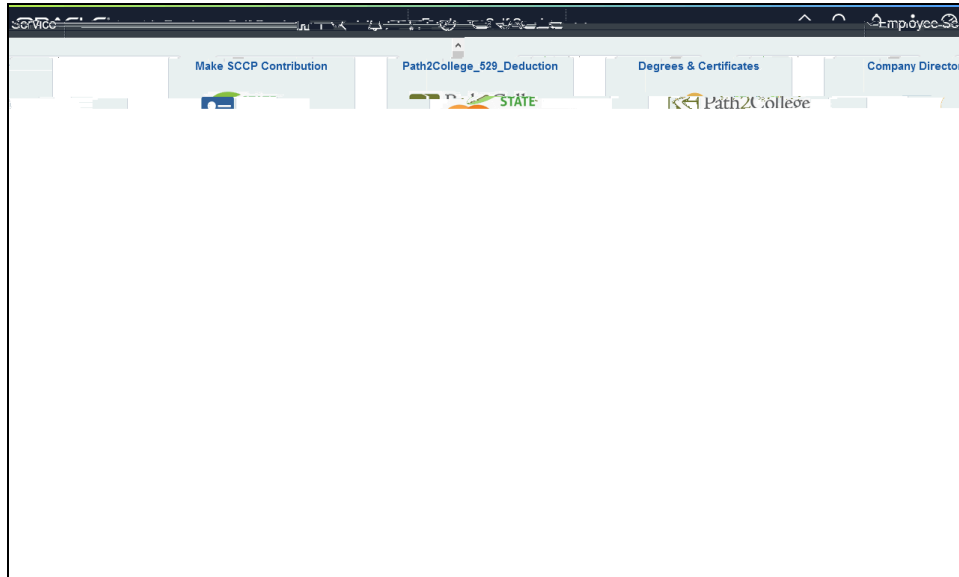







## Canceling your Approved Absence Request



Step	Action
1.	From the Employee Self Service homepage in OneUSG Connect, click the <b>Time and Absence</b> tile. 
2.	The Time page is displayed. Click the <b>Cancel Absences</b> link. 

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> <p><b>View Requests</b></p> 
4.	<p>The selected absence is displayed.</p> <p>Click the <b>Cancel Absence</b> button.</p> 
5.	<p>Click the <b>Yes</b> button.</p> 
6.	<p>A confirmation message stating, "Absence Request Canceled Successfully" is displayed, and the request is canceled.</p>
7.	<p>End of Procedure.</p>