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.
   a. Submit the change as you would a normal absence request and then select Submit.
   b. 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.
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.

3. At the top, select Delete.