



## Canceling an Employee's Absence Request

Step	Action
1.	From the Manager Self Service (or Time Approver) homepage in OneUSG Connect, click the <b>Team Time</b> tile.
2.	The Team Time page is displayed.  Click the <b>Cancel Absences</b> link. <b>Cancel Absences</b>
3.	The Cancel Absences page with all available employees is displayed.  Select the appropriate <b>Name / Title / ID - Record</b> link.  <b>Name / Title / ID - Record</b>
4.	The Cancel Absences page for the selected employee is displayed with their absence requests.  Click the appropriate <b>View Requests</b> link.
5.	The selected absence details are displayed.  Press <b>[Enter]</b> to continue.
6.	If necessary, scroll to view additional information.  Enter appropriate justification for canceling the absence request into the <b>Comments</b> field.  Press <b>[Enter]</b> to continue.
7.	The justification is displayed in the Comments field.  Click the <b>Cancel Absence</b> button.
8.	A confirmation pop-up is displayed.  To proceed, click the <b>Yes</b> button. <b>Yes</b>
9.	A confirmation message is displayed that the absence request canceled successfully along with a Status change to Cancelled.  <b>Status</b> Cancelled
10.	You have successfully completed the steps to cancel an absence request for an employee as a supervisor. <b>End of Procedure.</b>