Employee:
How to Modify or Cancel Time Off Requests

This guide is in support of editing your time off requests.

To make corrections you’ll need to access your calendar.

1. Using your Absence Application, click on “Correct My Absence”

2. Click on the time off request you’re looking to edit.

3. Check the boxes on the dates you’d like to edit, then make your changes. Then click submit so it may be routed for approval. *Note: To cancel time off, change the quantity per day to 0.
4. Notice the date edited is now in pending/submitted status, while the unchanged date is still in green as approved.

Note: If you have any questions, please contact Payroll at Payroll@cmc.edu or call (909) 607-3356