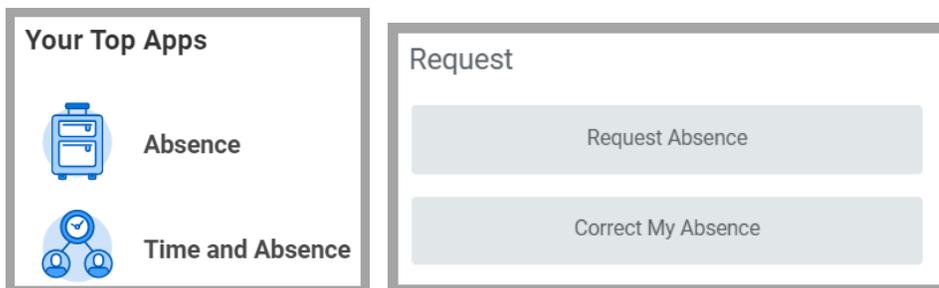


Employee: How to Modify or Cancel Time Off Requests

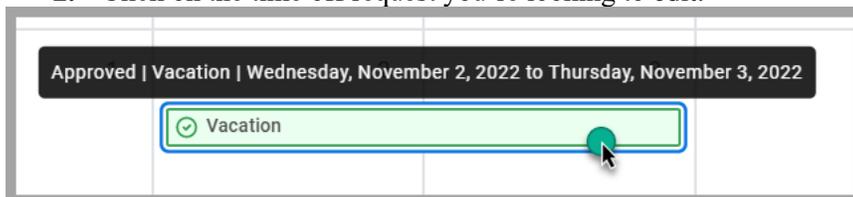
This guide is in support of editing your time off requests.

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.**

Correct 2 items ☰ ☰

	Date	Type	Daily Quantity	Select
⊖	Wednesday, November 2, 2022	Sick	4 Hours	<input checked="" type="checkbox"/>
⊖	Thursday, November 3, 2022	Vacation	8 Hours	<input type="checkbox"/>

Type * ⋮

Quantity per Day

Unit of Time

Comment

4. Notice the date edited is now in pending/submitted status, while the unchanged date is still in green as approved.

Submitted Sick Wednesday, November 2, 2022		3
<input type="text" value="⌚ Sick"/>	<input type="text" value="✔ Vacation"/>	

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