Cancel/Edit an Absence

Prior to editing an absence the request must first be cancelled.

**Cancel an Absence**

1. Click the Time and Absence tile from the MyUW portal.
   - **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   - **UW Madison**: Employees can access the MyUW Madison portal at [https://my.wisc.edu/](https://my.wisc.edu/)
2. Click **Cancel Absences** tab.
3. Click on the absence line.
4. Enter comment, optional.
5. Click **Cancel Absence** button.
6. Click Yes, to verify the request.
   - **NOTE**: if the absence does not need to be edited, sign out using the Actions menu (hamburger).

**Edit an Absence**

1. Click **View/Edit Request** tab.
2. Click on the cancelled request.
3. Update absence request.
4. Click **Submit**.
5. Click Yes, to verify that the request should be submitted.
6. To sign out click the Actions menu (hamburger) in the upper right corner.