Cancel/Edit an Absence

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

### Cancel an Absence

1. Sign into my.wisconsin.edu
2. Click the Time and Absence tile.
3. Click Cancel Absences on the left side of the screen.
4. Click on the absence line.
5. Enter comment, optional.
6. Click Cancel Absence button.
7. 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 Requests on the left side of the screen.
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 in the upper right corner.