

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.

<ul style="list-style-type: none"> Request Absence Leave Reports Absence Balances View / Edit Requests Cancel Absences 	<div> Cancel Absences </div> <div> View / Edit Requests 5 rows </div> <div> <div> </div> <div> Vacation (UNC) Submitted <div> 10/30/2018 8 Hours > </div> </div> <div> Sick Leave (UNC) Submitted <div> 10/01/2018 8 Hours > </div> </div> </div>
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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.