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.
   a. **All UW**: Employees can access the MyUW System portal at [https://my.wisconsin.edu/](https://my.wisconsin.edu/)
   b. **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 in the upper right corner.

[Image of Cancel Absences tab with absence requests listed, including Vacation (UNC) and Sick Leave (UNC).]