







# 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/>
  - b. **UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>
2. Click **Cancel Absences** tab.
3. Click on the absence line.

 Request Absence	<b>Cancel Absences</b>
 Leave Reports	<b>View / Edit Requests</b> <span style="float: right;">5 rows</span>
 Absence Balances	
 View / Edit Requests	<b>Vacation (UNC)</b>
 <b>Cancel Absences</b>	Submitted <span style="float: right;">10/30/2018</span>
	8 Hours >
	<b>Sick Leave (UNC)</b>
	Submitted <span style="float: right;">10/01/2018</span>
	8 Hours >

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.