


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	Cancel Absences View / Edit Requests 5 rows  Vacation (UNC) Submitted 10/30/2018 8 Hours >
Leave Reports	
Absence Balances	
View / Edit Requests	
Cancel Absences	
	Sick Leave (UNC) Submitted 10/01/2018 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 in the upper right corner.