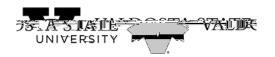


Editing a Canceled Absence Request







Step	Action
12.	Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance.
	After reviewing the eligible leave balance, click the Close button.
13.	When you have finished editing the absence request, click the Submit button. Submit
14.	A message is displayed, indicating your eligibility for the requested amount of leave.
	Click the OK button.
15.	A message is displayed, confirming your action to submit the absence request.
	Click the Yes button.
16.	A confirmation message is displayed stating the edited absence request submitted successfully.
17.	End of Procedure.