




## Editing a Canceled Absence Request



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