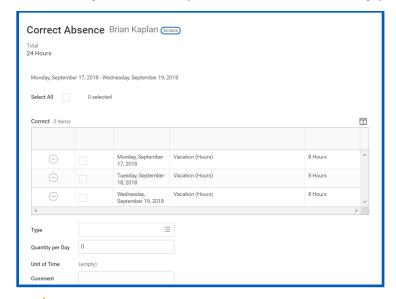


MODIFY PREVIOUSLY SUBMITTED AND APPROVED TIME OFF REQUESTS

From the Absence application:

- 1. Click Request Absence or Correct My Absence to access the unified absence calendar.
- 2. Click the time off entry on the calendar.
- 3. Select the days you want to correct or click the **Remove Row** icon to remove the days.
- 4. In the Type field, enter the type of time off.
- 5. Enter an adjustment to requested hours in the Quantity per Day field.



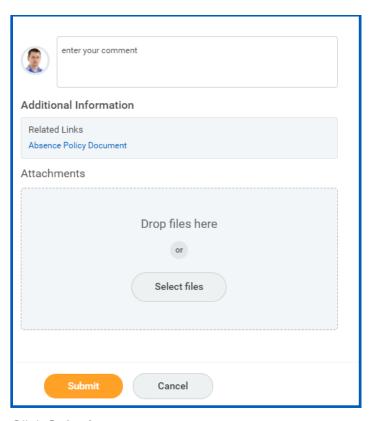


Note: Depending on your organization's configuration, you may be able to attach documents to this correction.









6. Click Submit.



Note: To correct an approved leave of absence request, you will need to notify an HR administrator. Your organization may have additional procedures for managing leaves of absence requests.





