



## 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.

**Correct Absence** Brian Kaplan [Actions](#)

Total  
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All  0 selected

Correct 3 items

	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours
	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

Type

Quantity per Day


Unit of Time (empty)

Comment



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





### Additional Information

Related Links

[Absence Policy Document](#)

### Attachments

Drop files here

or

Select files

Submit

Cancel

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.