

## How Do I Edit a Submitted Absence Request?

### Navigation

1. You can edit an absence request that you submitted if it has not yet been processed for the month (at the end of the pay period). If you edit an approved absence request, OneUSG Connect resends it to your manager/designated time approver for re-approval.
2. Log into OneUSG Connect.
3. From **Employee Self Service**, click the **Time and Absence** tile.
4. Select **Weekly Timesheet**.
5. Click on the **Absence** tab at the bottom of the page.
6. Locate the absence request that you need to edit and click its **Edit** button at the end of the row.
  - a. On the row, make any necessary changes to the **Date(s)** and/or **Absence Name**. Click **Yes**.
  - b. Click the **Details** link to make any changes to partial day leave or to add comments.
7. Click the **Submit** button.
8. To submit the edited Absence Request, click the **Submit** button.
9. Click **Yes** when you receive the confirmation page.

