

Canceling Your Approved Absence Request

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| Step | Action |
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| 3. | The Cancel Absence page is displayed. This page will display the status of any absences that have been requested. |
| | In the View Requests section of the page, select the appropriate absence you wish to cancel. |
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| 4. | The selected absence is displayed. |
| | Click the Cancel Absence button. |
| 5. | Click the Yes button. |
| 6. | A confirmation message stating, "Absence Request Canceled Successfully" is displayed, and the request is canceled. |
| 7. | You have completed the steps to cancel an approved absence request in OneUSG Connect. End of Procedure. |