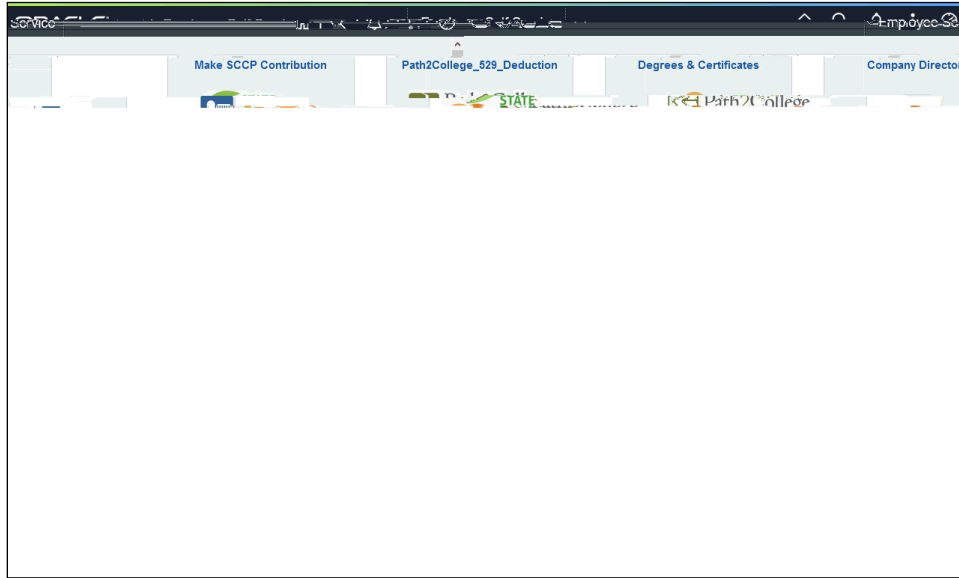


Canceling Your Approved Absence Request



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