




Editing a Canceled Absence Request

Step	Action
12.	<p>Requests are subject to the USG cascading rules. You will not be able to create a negative leave balance.</p> <p>After reviewing the eligible leave balance, click the Close button.</p> 
13.	<p>When you have finished editing the absence request, click the Submit button.</p> 
14.	<p>A message is displayed, indicating your eligibility for the requested amount of leave.</p> <p>Click the OK button.</p>
15.	<p>A message is displayed, confirming your action to submit the absence request.</p> <p>Click the Yes button.</p> 
16.	<p>A confirmation message is displayed stating the edited absence request submitted successfully.</p>
17.	<p>End of Procedure.</p>