Canceling Your Approved Absence Request

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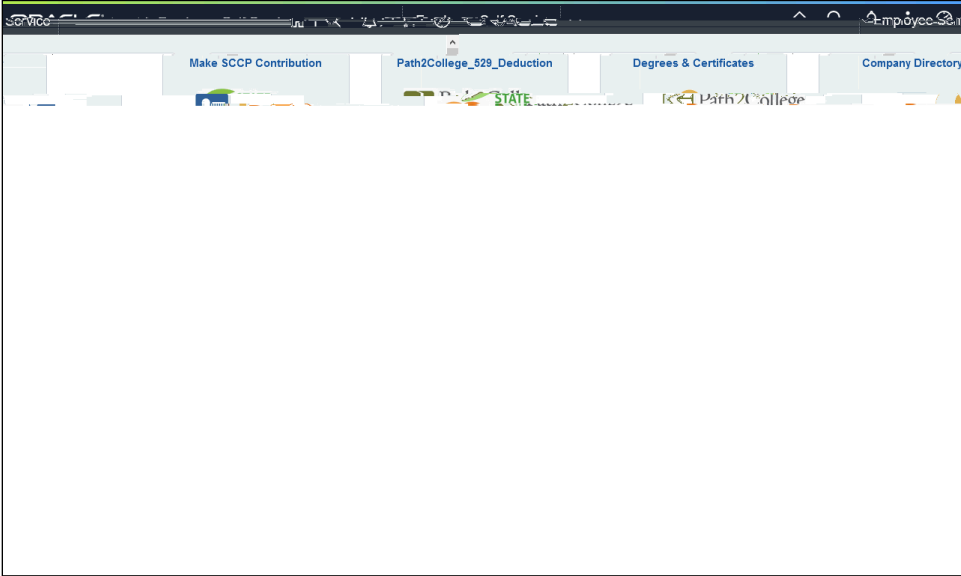
Step	Action
3.	The Cancel Absence page is displayed. This page will display the status of any absences that have been requested. In the View Requests section of the page, select the appropriate absence you wish to cancel.
4.	The selected absence is displayed. Click the **Cancel Absence** button.
5.	Click 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.**