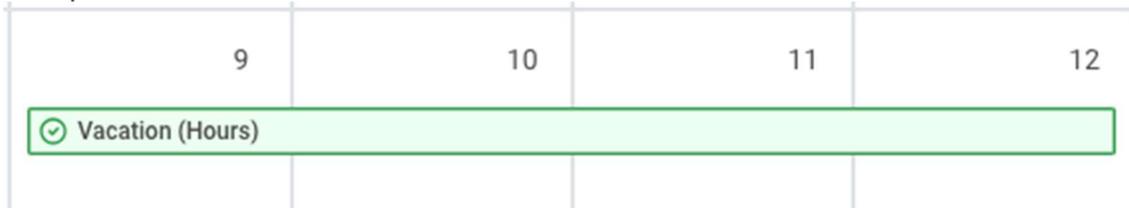


Manager- Modify Previously Submitted and Approved Time off Requests

From the Manage Absence application

- 1- Go to main Dashboard
- 2- Find your Apps/Hubs
 - a. Click on Time and Absence:
 - b. Click on Time off and Leave Calendar
1. On the absence calendar, select the time off entry that you want to update.



2. Select the **Edit** button.

Edit Absence ×

Mon, Sep 9 – Thu, Sep 12

Type of Absence*
× Vacation (Hours) ⋮

Instructional Information

Related Links
[Business Policy Document](#)

Hours (Daily)
8

[Edit Individual Days](#)

Worktags
Cost Center: 33100 Global Support - North ⋮

Total Request Amount: 32 Hours ▾

3. To edit or delete individual days, select **Edit Individual Days**.

The screenshot shows a web interface for editing an absence request. On the left, there is a sidebar with a back arrow and the text 'Edit Absence'. Below this, there is a section for 'Instructional Information' and 'Related Links' with a link to 'Business Policy Document'. A 'Total Request Amount: 32 Hours' is displayed. Two days are listed: 'Mon, Sep 9' and 'Tue, Sep 10'. The 'Tue, Sep 10' entry is selected and highlighted in blue. On the right, the detailed view for 'Tue, Sep 10' is shown. It includes a 'Remove Day' button with a trash icon, a 'Type of Absence' dropdown menu set to 'Vacation (Hours)', a 'Hours (Daily)' input field containing the number '8', and a 'Worktags' section with a dropdown menu set to 'Cost Center: 33100 Global Support - North America'. A 'Comment' field is also visible at the bottom.

4. Select days to edit their hours and details.
5. Select the **Remove Day** link to remove the day from the request.
6. After completing your edit, select the **Edit Absence** return arrow, or the **Submit Request** button.