

Time off or Absence Already Approved, Correct

This job aid provides step by step instructions on how to correct a time off or protected absence that has already been approved. The process differs if the request has not yet been approved. See the job aid [Time Off or Absence not yet Approved, Cancel](#).




If you would like to correct both your time off and your protection under Family & Medical Leave, **it is a two-step process**: Step 1: Correct the time off request and Step 2: Correct the protected absence under Family & Medical Leave.

Step 1: On the *Home* screen, click the **Absence** worklet.



Step 2: Click **Request, Cancel or Correct My Absence**.

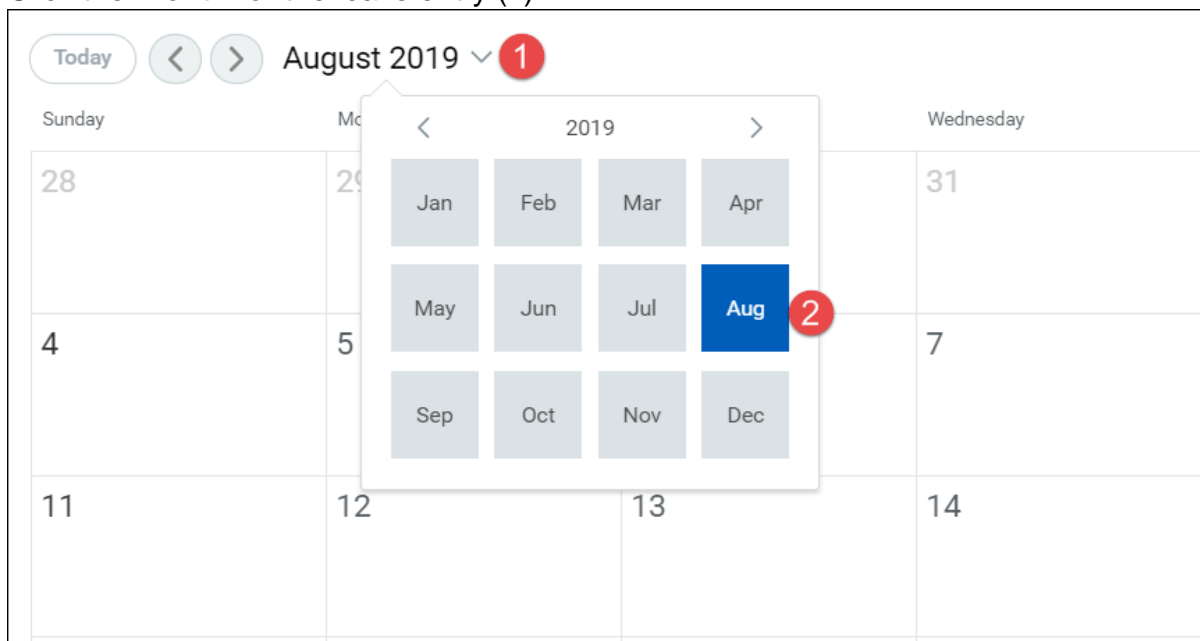


Absence Calendar

Click link below to go to your Absence Calendar.

[Request, Cancel or Correct Absence](#)

Step 3: On the *Absence Calendar*, click the **down arrow** prompt to navigate to the correct month (1). Click the **month** for the leave entry (2).

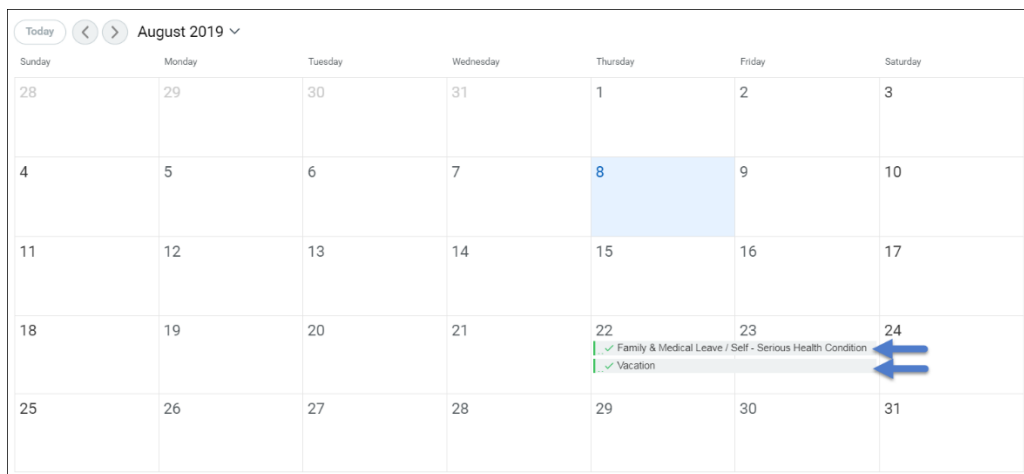


The screenshot shows the Absence Calendar interface. At the top, there are navigation buttons for 'Today', left arrow, right arrow, and a dropdown menu for 'August 2019' with a red circle '1' next to it. Below this is a calendar grid. A modal window is open, showing a list of months for the year 2019: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. The 'Aug' option is highlighted in blue, with a red circle '2' next to it.

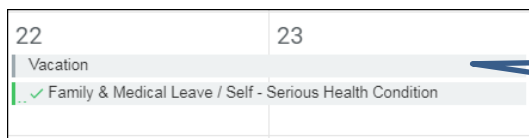
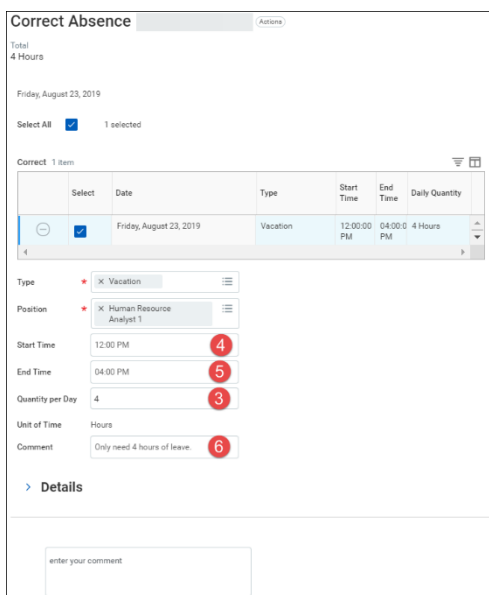
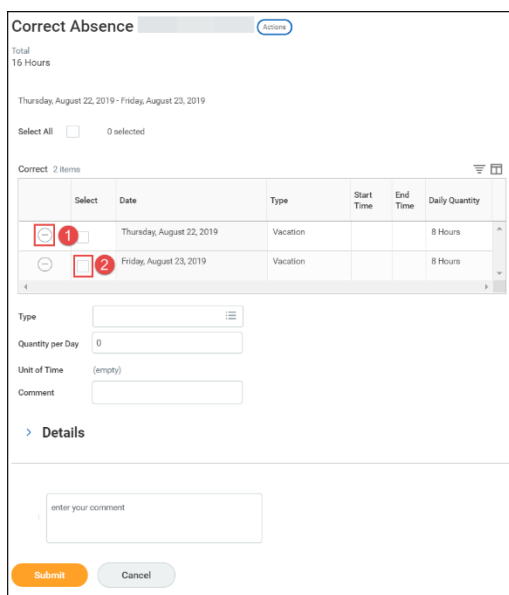
Step 4: After locating the dates, click on the request you would like to correct.



You are not able to request to change one date for another. It is a 2-step process to correct the incorrect date and then request the correct date.



Step 5: To request an approved time off or Family & Medical Leave event be corrected to zero, click the minus (-) icon (1) (this will essentially cancel the request). To request to correct an approved time off or Family & Medical Leave event, click in the **Select** box (2). For corrections you'll need to update the **Quantity per Day** (3), enter a **Start Time** (4), enter an **End Time** (5) and provide a **Comment** (6). Click **Submit** when complete.



The green checkmark is now removed and the correction request has been routed for approval.

Note:

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.
 Absence – Family & Medical Leave (FML). Employee requests route to the Absence Partner.