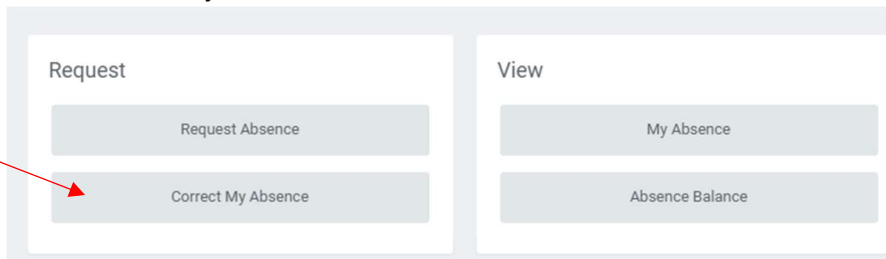# Correct Time entry - Employee

1. Select *Absence* widget on applications

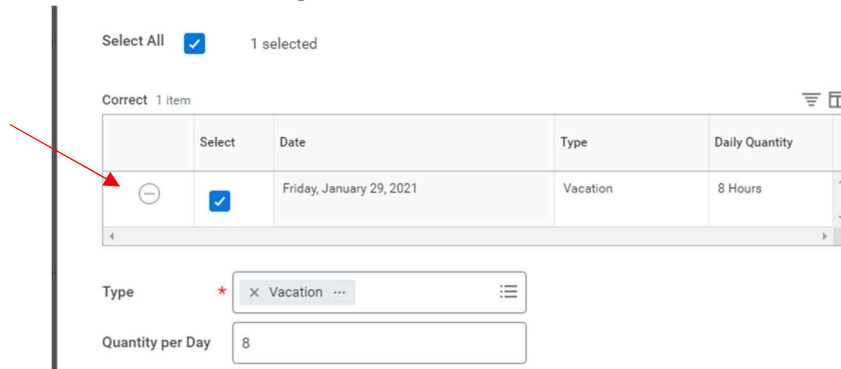   Absence

2. Select *Correct My Absence*

3. Click on entry that needs to be corrected/deleted (If approved it will be green)

4. Click on the *minus sign* in the *correct* area

5. Once the line is gone and no hours are showing

6. Enter *comment* – (ex: time not used)

Correct 0 items				
	Select	Date	Type	Daily Quantity
		No Data		

Type

Quantity per Day | 0

Unit of Time | (empty)

Comment

> **Details**

Time not used

Submit   Cancel

7. Click **Submit**
8. absence request should now be gone