## **Correct Time entry - Employee**

1. Select Absence widget on applications



Absence

2. Select Correct My Absence

Request	View
Request Absence	My Absence
Correct My Absence	Absence Balance

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

7	8	9	10
	⊘ Sick		
14	15	16	17
21	22	23	24

4.	Click on the <i>minus</i>	<b>s sign</b> in the <b>correct</b> area
	Select All 🔽 1.	palantad

Select Date Type Daily Quantity        —      ✓ Friday, January 29, 2021 Vacation 8 Hours						m	Correct 1 ite	
Friday, January 29, 2021 Vacation 8 Hours		Daily Quantity	Туре		Date	Select		$\searrow$
C	2	8 Hours	Vacation	21	Friday, January 29, 202		Θ	
	+						4	
Type * X Vacation ··· :=				:=	Vacation	* ×	Туре	

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

## **Correct Time entry - Employee**

	Select	Date	Туре	Daily Quantit
			No Data	
Туре			:=	
Quantity p	er Day 0			
Unit of Tin	ne (em	pty)		
Comment				
> Det	ails			
Ti	me not used			

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

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