1. Navigate to the **Absence** application
2. Under the **Request** section, select **Correct My Absence**
3. Select the time off in your Absence Calendar that you wish to correct
4. Update the information that is needed to make the absence reflect the actual hours away from work such as **Type**, **Quantity**, or enter a **Comment** if needed
5. Select the orange **Submit** button
6. The Absence Correction is then sent to the Employee’s manager for **Approval**