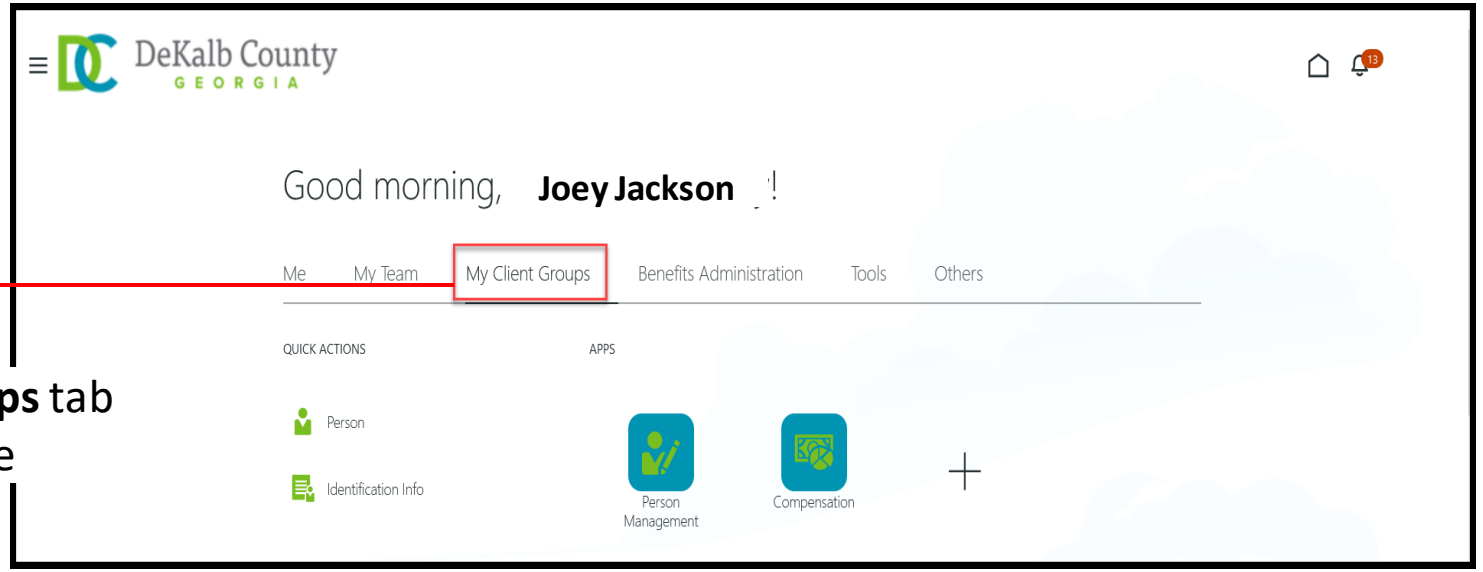
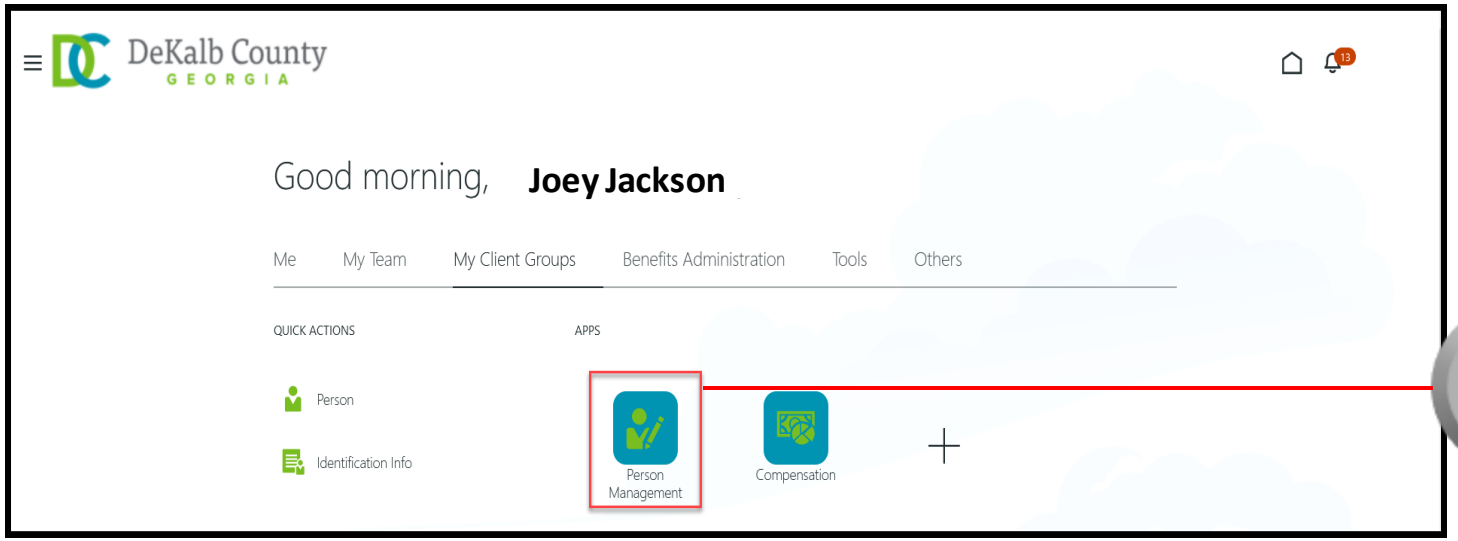
Withdraw an Absence Request



1

Select the **My Client Groups** tab from the CV360 homepage



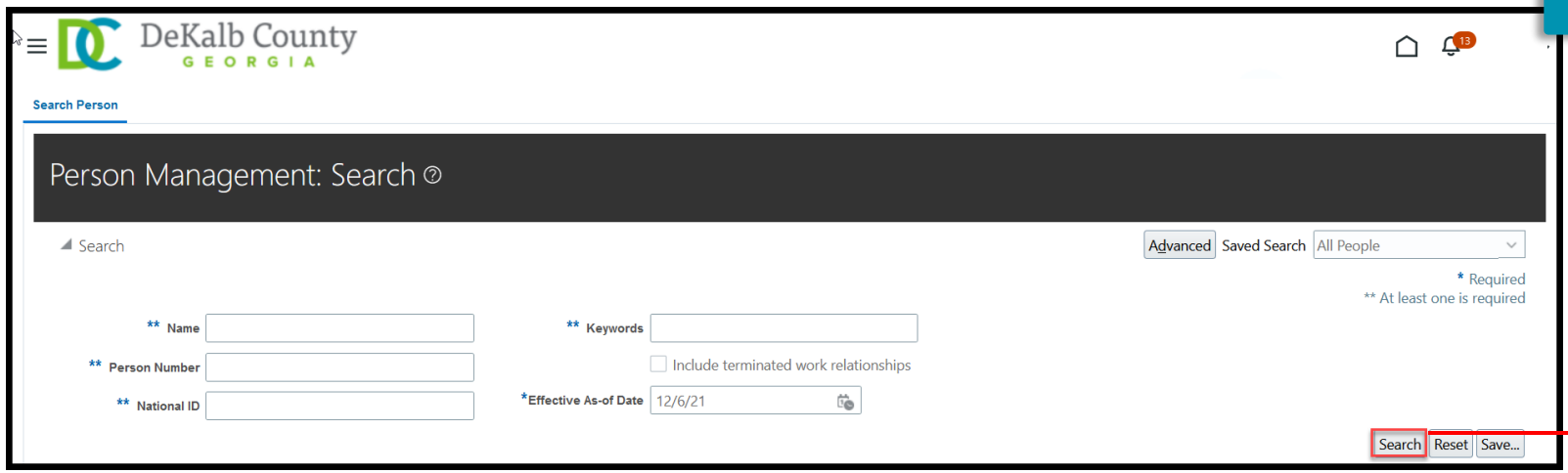
2

Select the **Person Management** tile within the Apps area

Withdraw a Absence Request

3

From the **Person Management: Search** page, key in the **Name** or **Employee Number** of the Employee



*Employees may be searched by **Name, Person Number**, or by **Keywords***

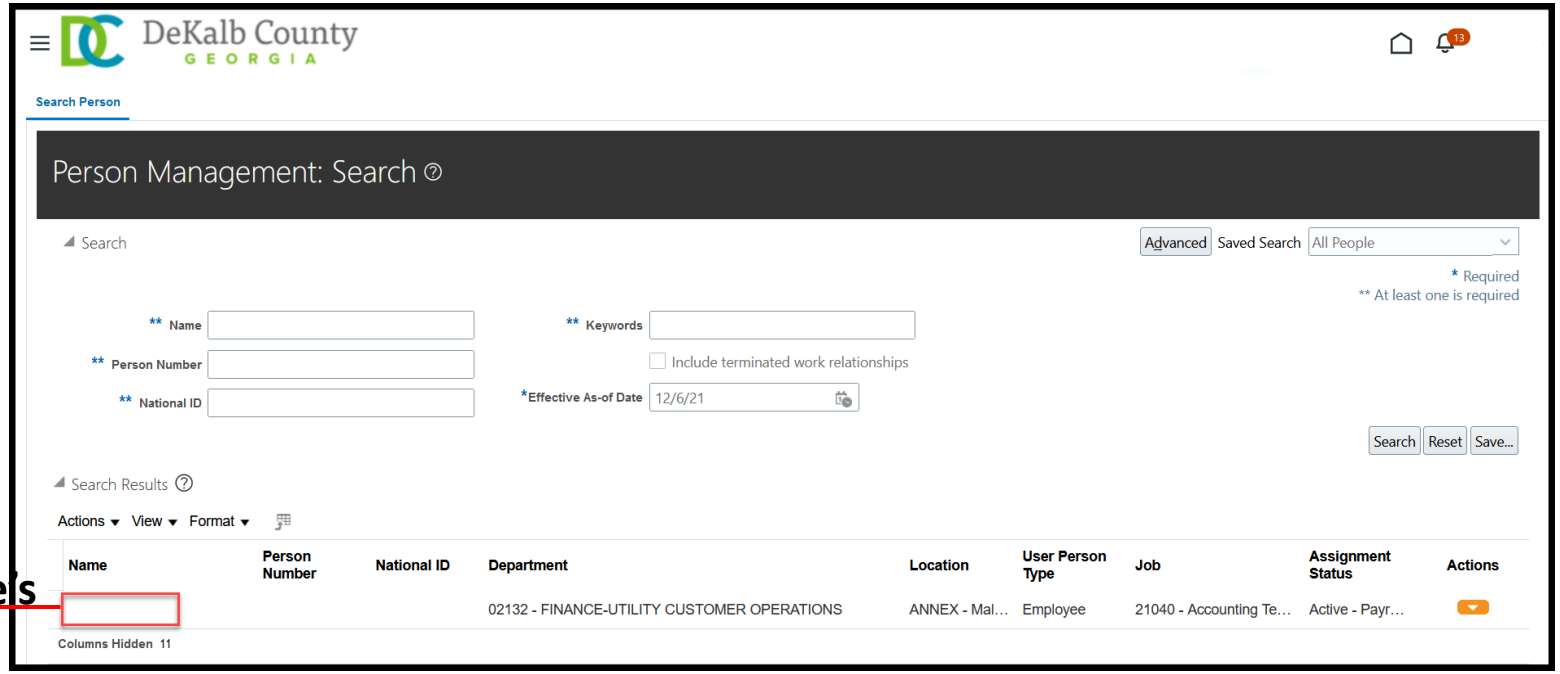
4

Select the **Search** button

Withdraw a Absence Request

5

From the **Search Results** section, select the **Employee's Name** link



6

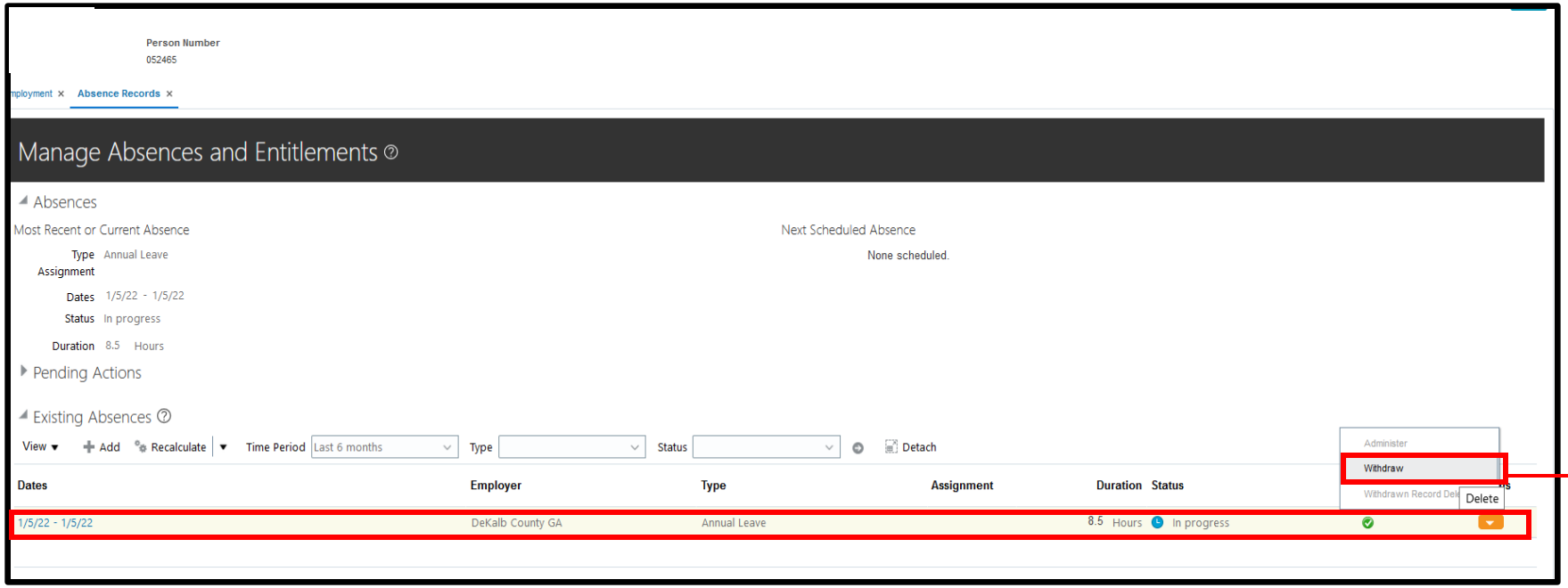
From the Employment page, select the **Panel Drawer** icon

Withdraw a Absence Request

7

Once the Panel Drawer opens, select the **Absence Records** link from the **Absences** section

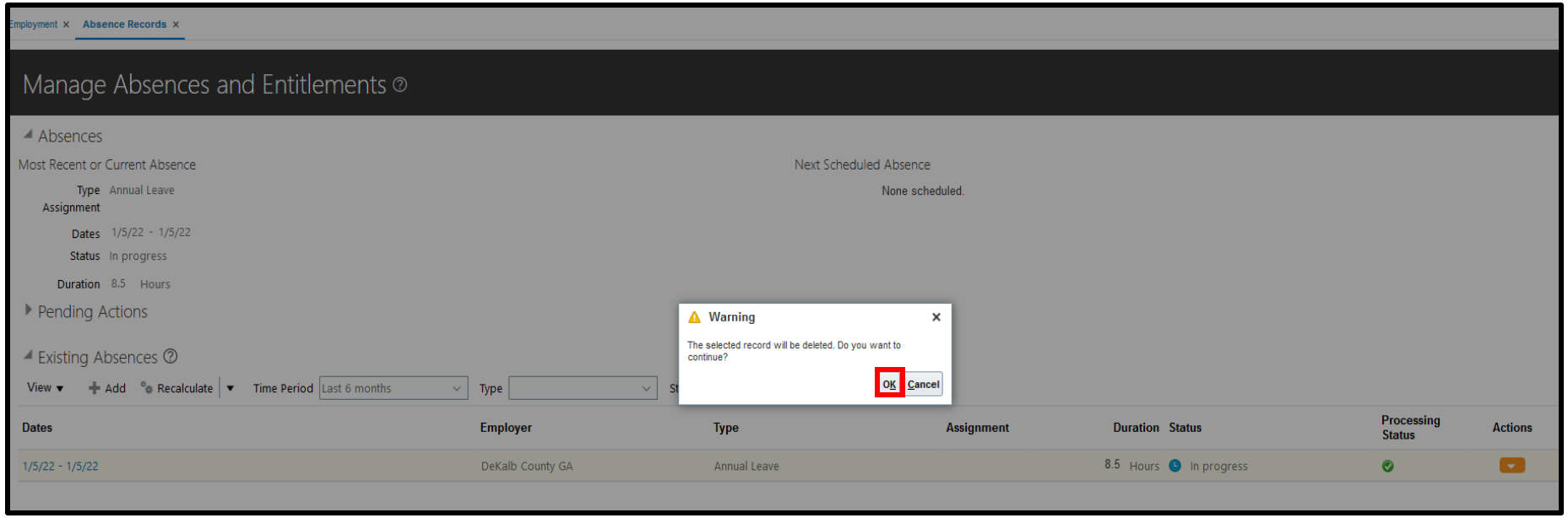
Withdraw a Absence Request



8

Highlight the appropriate Absence request that needs to be withdrawn and select **Withdraw** from the **Actions** drop-down list for

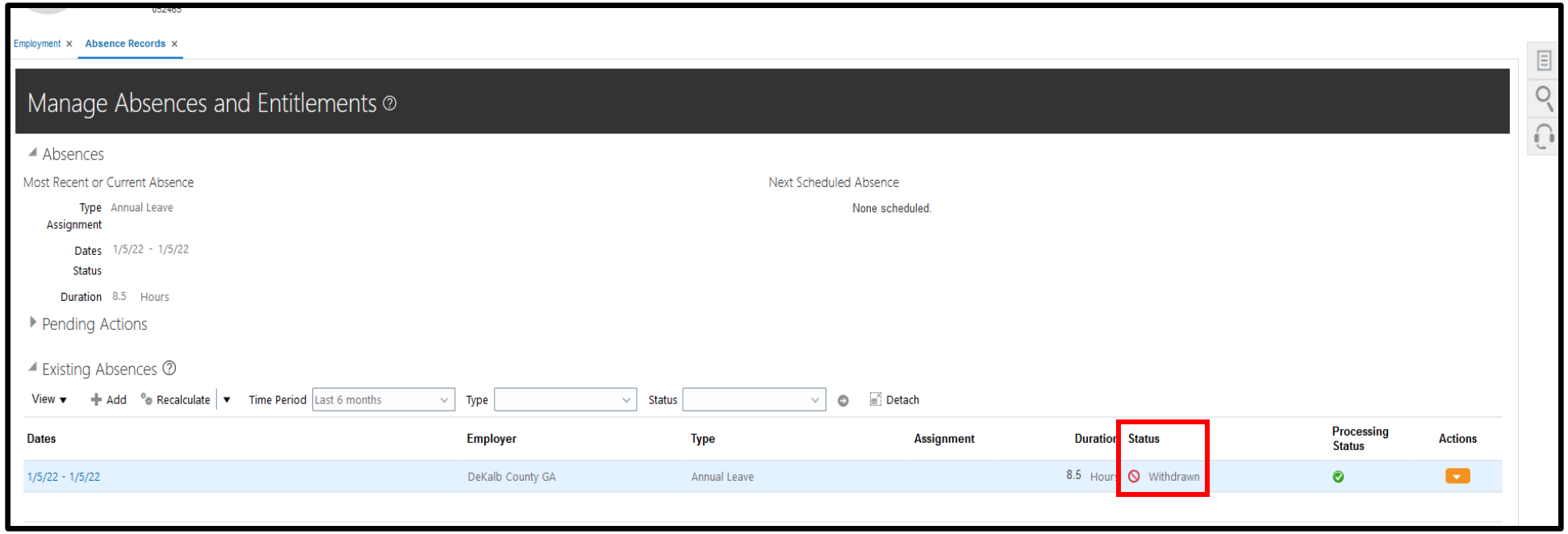
Withdraw a Absence Request



8

Select the **OK** button in the pop-up window to withdraw the Absence request

Withdraw a Absence Request



The status of the Absence request will display under the Existing Absences section