




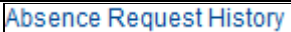
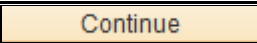
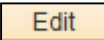
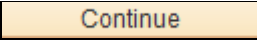


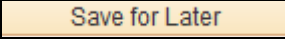
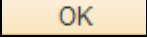


Employee Self Service (ESS) View/Edited Leave Request Details History

Step	Action
1.	Click the Sign In button. 
2.	Click in the HCM field. 
3.	Click in the Self Service field. 
4.	Click in the Time Reporting field. 
5.	Click on the View Time field. 
6.	Click the Absence Request History menu. 
7.	Click the Continue button. 
8.	Click the Edit button, to modify a leave that was "Saved for Later".  NOTE: If you saved and submitted for approval, you cannot edit your submission.
9.	Click the Continue button. 
10.	Enter the desired information into the Start Day Hours field. Enter a valid value (e.g. ".5").
11.	Click the Calculate End Date or Duration button. 
12.	Click the Forecast Balance button. 
13.	Click the Save for Later button. 
14.	Click the OK button. 
15.	You have successful View/Edited Leave Request Details History . End of Procedure .