

# PeopleSoft Employee Self-Service

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## Absence Request History – Edit/Cancel

**Q: When does the system allow me to *edit* or *cancel* a request?**

A: This grid shows the scenarios when you can and cannot edit or cancel a request.

Scenario	Can Edit	Can Cancel
Saved, future date	●	●
Saved, past date	●	●
Submitted but not approved yet, future date		●
Submitted but not approved yet, past date		
Submitted and approved, future date		●
Submitted and approved, past date		
Pushed back or denied, future date	●	●
Pushed back or denied, past date	●	●

- **Edit:** You can edit a request when it is saved (both future and past dates) or returned to you by your manager (pushed back or denied, both future and past dates).
- **Cancel:** You can cancel a request when it is saved (both future and past dates), submitted and not yet approved (future date), submitted and approved (future date), or returned to you by your manager (pushed back or denied, both future and past dates).