

HOW TO...

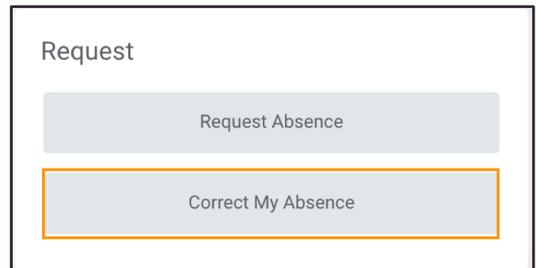


CORRECT YOUR ABSENCE

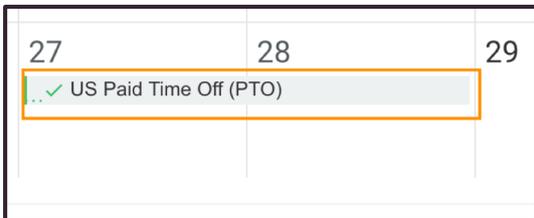


1 Locate the Absence Worklet on your homepage, either on desktop or mobile.

2 Select Correct My Absence

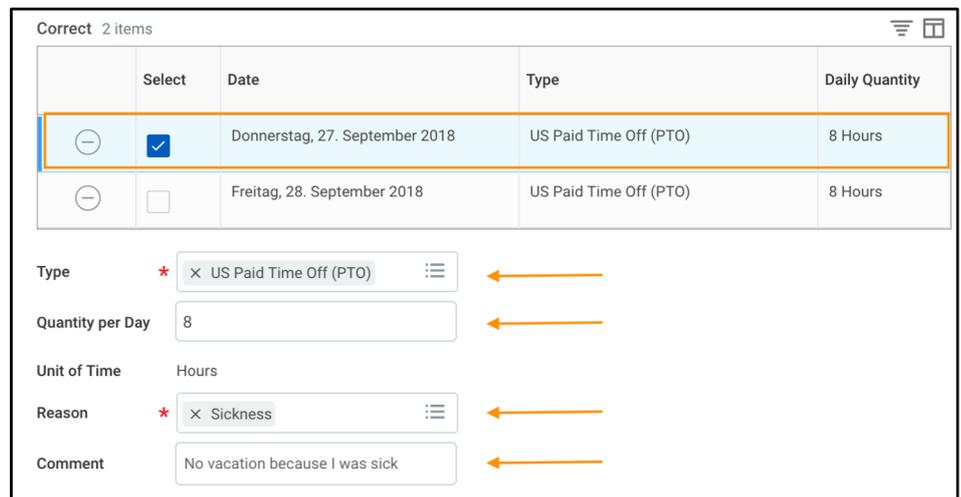


3 Select the absence you want to correct.



4 Select the period you want to correct. You can correct:

- Type
- Number of hours
- Reason



5 Leave a comment to explain the reason for correcting. When you are done, click



Your request for correction will be processed.

Done!

