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 Submit.

Your request for correction will be processed.

Done!

LIBERTY GLOBAL