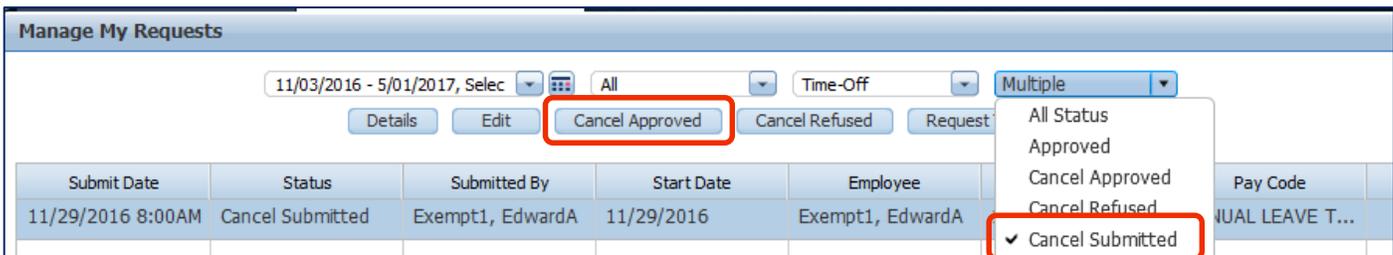


## Canceling a Time Off Request

When a request for time off is approved, the time off is added to the employee's timecard and schedule. If the request is later cancelled, the Manager must approve the cancellation in order to remove it from the timecard and schedule. This process will automatically restore the employee's schedule.

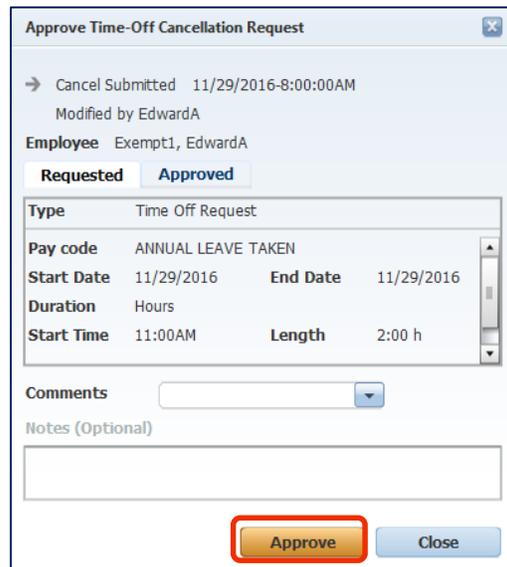
Once the employee has submitted a cancellation for a time off request, the cancellation must be approved using the **Manage My Requests** widget.

1. Select the **Requests** alert icon or **Related Items>Manage My Requests**.
2. Select the appropriate time period.
3. Select **Cancel Submitted** from the **Request Status** drop-down.



Submit Date	Status	Submitted By	Start Date	Employee	Pay Code
11/29/2016 8:00AM	Cancel Submitted	Exempt1, EdwardA	11/29/2016	Exempt1, EdwardA	ANNUAL LEAVE T...

4. Select the **Cancel Approved** button. The window below displays.



Approve Time-Off Cancellation Request

Cancel Submitted 11/29/2016-8:00:00AM  
Modified by EdwardA

Employee Exempt1, EdwardA

Requested Approved

Type Time Off Request

Pay code ANNUAL LEAVE TAKEN

Start Date 11/29/2016 End Date 11/29/2016

Duration Hours

Start Time 11:00AM Length 2:00 h

Comments

Notes (Optional)

Approve Close

5. If comments are needed, select **Notes** from the **Comments** drop-down. Then key the information in the **Notes (Optional)** field.
6. Click the **Approve** button.

The request will now be removed from the employees timecard and schedule, which will restore the employee's schedule.



By Employee			Mon 11/28	Tue 11/29
Name	Total Pay Statu...	Sch Hrs.		
Exempt1, EdwardA	40:00	40:00	8:00AM - 5:00PM	8:00AM - 5:00PM