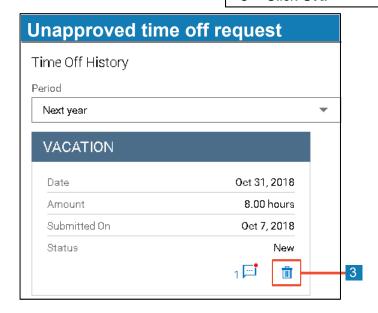


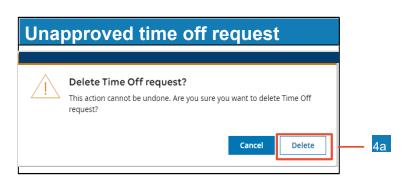
## Canceling Time Off Requests

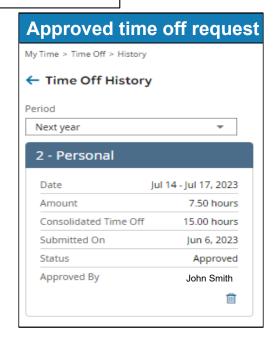
Employees are able to cancel approved and unapproved time off requests. This job aid shows how to cancel a request via History screen & a Change Request.

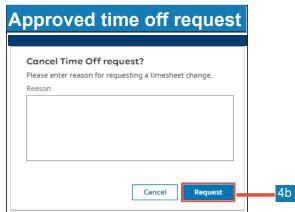
## Canceling a time off request through the Time Off History screen

- 1 Click Menu, ≡ click the My Info tab, then navigate to My Time > Time Off > History.
- 2 Locate the time off request you want to cancel. Use the **Period** drop-down menu if needed.
- 3 Click the 🛗 Cancel icon.
- 4a Click **Delete** to confirm the deletion.
- **4b** For approved request, enter cancel reason then click **Request**. Manager will receive notification to approve/reject.
- 5 Click OK.









## Canceling an approved time off request via change request

- Click Menu, ≡ click the My Info tab and navigate to My Time > Timesheet > Current Timesheet.
- 2 Locate the pay period containing the time off you want to cancel.
- 3 Click Change Requests.
- 4 From the Change Type drop-down menu, choose Cancel Time Off.
- 5 Click the **Date(s)** to expand & click the **check box** beside the approved time off.
- 6 Provide a reason Comment field, if needed.
- 7 Click Submit Changes.
- 8 A confirmation message appears on the timesheet screen, click **OK**. Once the timesheet change request is approved, the time off will disappear from the time entry on the timesheet.



