




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**.

Unapproved time off request

Time Off History

Period
Next year

VACATION	
Date	Oct 31, 2018
Amount	8.00 hours
Submitted On	Oct 7, 2018
Status	New

1   3


Approved time off request

My Time > Time Off > History


← Time Off History

Period
Next year

2 - Personal	
Date	Jul 14 - Jul 17, 2023
Amount	7.50 hours
Consolidated Time Off	15.00 hours
Submitted On	Jun 6, 2023
Status	Approved
Approved By	John Smith



Unapproved time off request

 **Delete Time Off request?**
This action cannot be undone. Are you sure you want to delete Time Off request?

Cancel **Delete** 4a

Approved time off request

Cancel Time Off request?
Please enter reason for requesting a timesheet change.

Reason

Cancel **Request** 4b

Canceling an approved time off request via change request

- 1 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 **checkbox** 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.

Change Request

3

Request Timesheet Change

Change Type



Add Punch In

Add Punch Out

Add Time Entry

Cancel Time Off

4

Change Request

MON Jun 19 0.00 hrs

TUE Jun 20 0.00 hrs

WED Jun 21 3.00 hrs

08:30 am - 11:30 am (3.00 hrs)
Time Off 2 - Personal

THU Jun 22 0.00 hrs

FRI Jun 23 0.00 hrs

Comment

Clear

Cancel

Submit Changes

7



Completed

Change Request submitted

OK

8