

## Cancel a Time Off Request

Use this procedure to cancel a Time Off Request (entered through the Time Off Worklet) that has not yet been approved.

**Note:** If the Time Off Request has not been approved, you cannot use the “Time Off Correction” function to cancel days on the request.

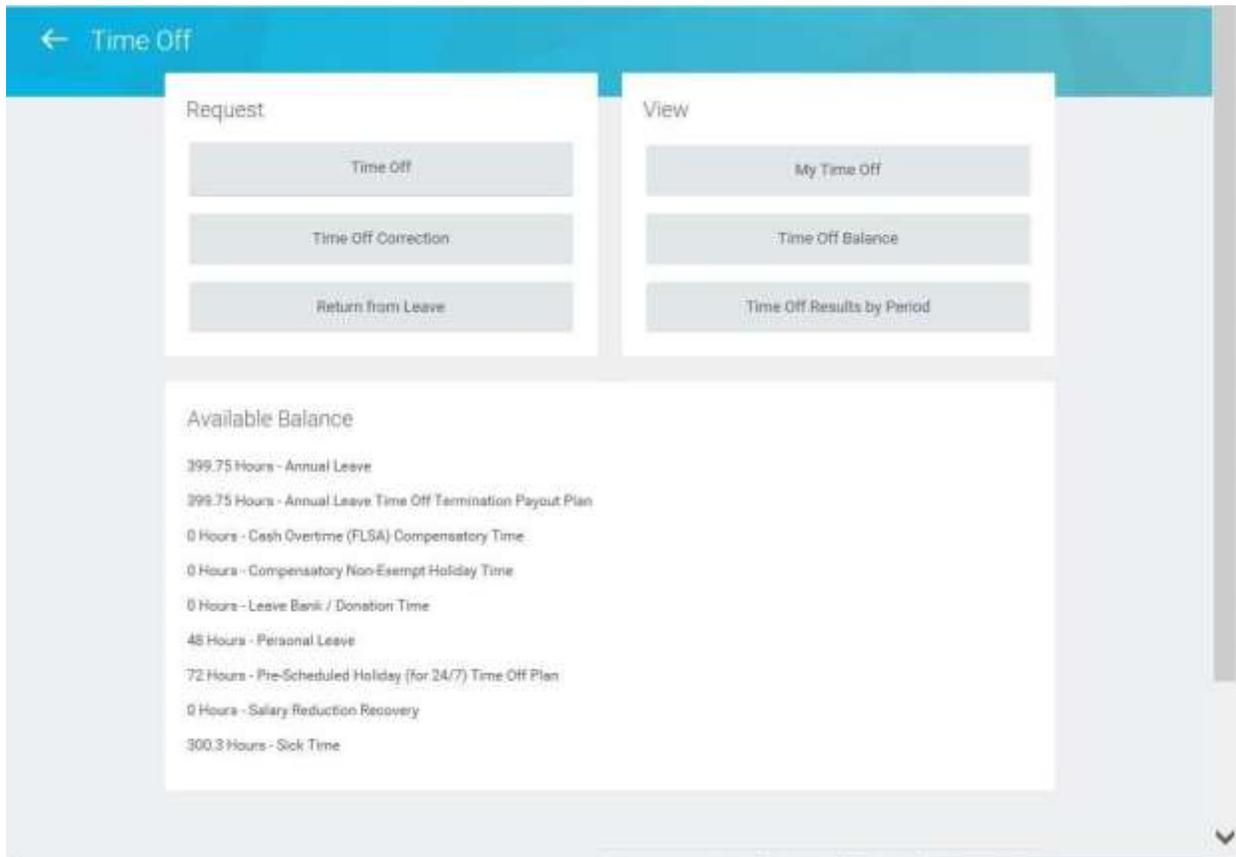
Create a new Time Off Request to make changes that were not included in the original request, such as cancelling a day(s), extending the duration of the time off, changing the start date, leave type changes, etc.

### Procedure:



1. On the Home page, Time Off  worklet.

#### Time Off Worklet



2. In the Request section, click the Time Off button.



### Request Time Off

Request Time Off Tina Fey (W0000000) ☰

Today < > December 2015

Balance as of  
12 / 21 / 2015 📅

1,219.8 Hours

Balance Per Plan

- Annual Leave 399.75 Hours
- Annual Leave Time Off Termination Payout Plan 399.75 Hours
- Cash Overtime (FLSA) Compensatory Time 0 Hours
- Compensatory Non-Exempt Holiday Time 0 Hours
- Leave Bank / Donation Time 0 Hours
- Personal Leave 48 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30 Personal Leave (Time Off C...	31	1 New Year's...	2

Request Time Off

3. Search for the time off request on the calendar, then click the time block.

### Time Off Entry Details

#### Time Off Entry

When Wednesday, December 30, 2015 - Thursday, December 31, 2015

Type Personal Leave (Time Off Calendar)

Requested 16 Hours

Reason Vacation

Initiated On 12/21/2015 08:20 AM

Time Off Event Time Off Request: Tina Fey (W0000000)

Comment (empty)

Cancel this Request

4. Click the **Cancel this Request** button.

### Cancel Business Process - Time Off Request

Cancel Business Process Time Off Request:  
Tina Fey (W0000000) ...

For: Tina Fey (W0000000)  
Overall Process: Time Off Request: Tina Fey (W0000000)  
Overall Status: In Progress  
Due Date: 12/23/2015

**Details**

2 items

Date	Day of the Week	Type	Requested	Unit of Time	Time Off Reason
12/30/2015	Wednesday	Personal Leave (Time Off Calendar)	8	Hours	Vacation
12/31/2015	Thursday	Personal Leave (Time Off Calendar)	8	Hours	Vacation

enter your comment

5. In the comment field, enter the reason for cancelling the request.

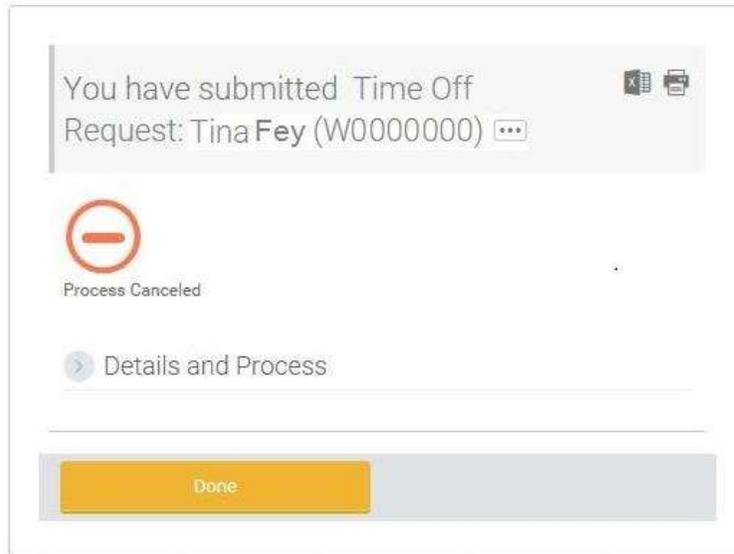
6. Scroll down (if needed) and click the Submit



button.

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### Time Off Request – Cancellation Confirmation Page



7. Click the **Done**  button.
8. If desired, create a new Time Off Request.
9. The System Task is complete.