



Canceling Time Off Requests

You can cancel time-off requests that have already been approved by your manager or are still unapproved.

Canceling an unapproved request, through the Time Off History screen

- 1 Click **Show Menu**, click the **My Info** tab, then navigate to **My Time > Time Off > History**.
- 2 Locate the unapproved time off request you want to cancel. Use the Period drop-down menu if needed.
- 3 Click the  **Cancel** icon.
- 4 Click **OK** to confirm the deletion.
- 5 Click **OK**.

Time Off History

Period
Next year ▼

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

1   3

Delete time off request?

You are about to delete this time off request

CANCEL OK 4

 **Hooray!**
Request deleted successfully

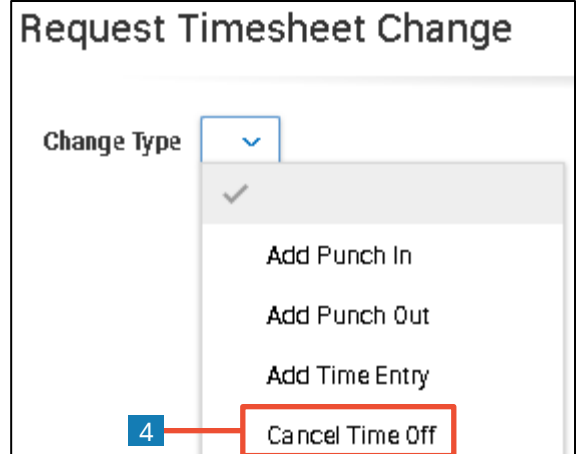
OK 5

Canceling an approved time off request

- 1 Click **Show Menu**, then click the **My Info** tab and navigate to **My Time > Timesheet > 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 **check box** beside the approved time off.
- 6 Click **Submit Changes**.
- 7 Provide a reason comment, if needed, and click **Request**.
- 8 A **confirmation message** appears on the timesheet screen. Once the timesheet change request is approved, the time off will disappear from the time entry on the timesheet.



3



4

Request Timesheet Change

Change Type Cancel Time Off

	DATE	TIME OFF	FROM	TO	HOURS
☒	10/31/2018	Vacation			8.00

5

Close

Submit Changes

6

Request Change Comment

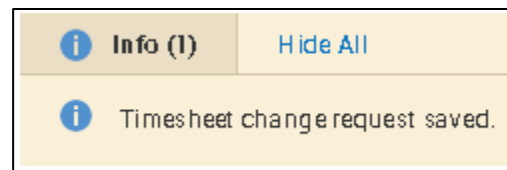
Please enter reason for requesting a timesheet change.

Reason:

Cancel

Request

7



8