

## Cancel 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.

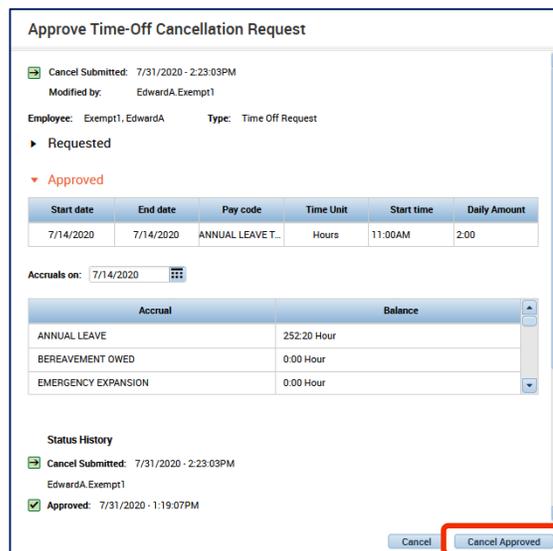
1. Select the **Requests** alert icon or **Related Items>Manage My Requests**.
2. Select the appropriate time period.



The screenshot shows the 'Manage My Requests' interface. At the top, there are filters for 'Time-Off' (set to 'Multiple (4)') and a date range '7/02/2020 - 12/28/2020'. Below the filters are icons for 'Details', 'Edit', 'Add Request', 'Cancel Approved' (highlighted with a red box), 'Cancel Refused', and 'Cancel Pending'. On the right, there are 'Refresh' and 'Go To' buttons. Below the icons is a table with the following data:

Submit Date	Status	Submitted By	Start Date	Employee	End Date	Pay Code	Comments
7/14/2020 8:00AM	Cancel Submitted	Exempt1, EdwardA	7/14/2020	Exempt1, EdwardA	7/14/2020	ANNUAL LEAVE TAKEN	

3. Select the **Cancel Approved** button or right-click the request and choose **Cancel Approved** from the menu. The window below displays.



The screenshot shows the 'Approve Time-Off Cancellation Request' dialog box. It displays the following information:

- Cancel Submitted: 7/31/2020 - 2:23:03PM
- Modified by: EdwardA.Exempt1
- Employee: Exempt1, EdwardA
- Type: Time Off Request
- Requested
- Approved

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
7/14/2020	7/14/2020	ANNUAL LEAVE T...	Hours	11:00AM	2:00

Accruals on: 7/14/2020

Accrual	Balance
ANNUAL LEAVE	252:20 Hour
BEREAVEMENT OWED	0:00 Hour
EMERGENCY EXPANSION	0:00 Hour

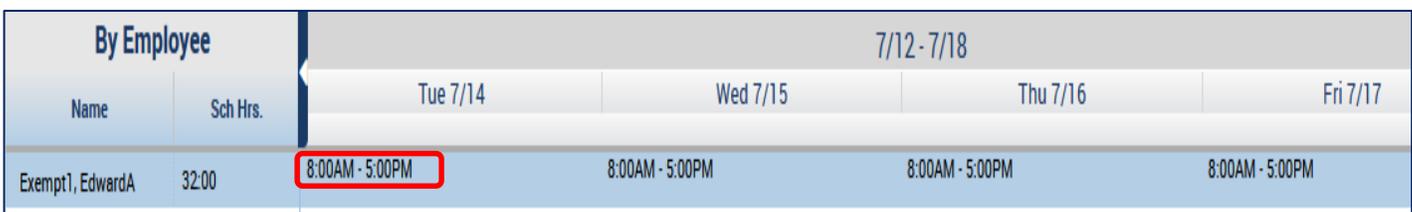
Status History

- Cancel Submitted: 7/31/2020 - 2:23:03PM
- EdwardA.Exempt1
- Approved: 7/31/2020 - 1:19:07PM

Buttons: Cancel, Cancel Approved (highlighted with a red box)

4. If comments are needed, scroll down to the **Comments** section and select **Notes** from the **Comments** drop-down. Then type a note in the field. Notes are optional.
5. Click the **Cancel Approved** button.

The request will now be removed from the employee's timecard and the employee's original schedule will be restored.



The screenshot shows the 'By Employee' timecard for Exempt1, EdwardA. The schedule is displayed for the period 7/12-7/18. The schedule for Tue 7/14 is highlighted with a red box.

By Employee		7/12-7/18			
Name	Sch Hrs.	Tue 7/14	Wed 7/15	Thu 7/16	Fri 7/17
Exempt1, EdwardA	32:00	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 5:00PM	8:00AM - 5:00PM