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