

Cancelling Time-Off Request

1.	Go to Schedules → My Time Off.
2.	Select the Current tab.
3.	Select the respective time off request. The View/Cancel Time Off Request window appears listing the details and history of the request.
4.	Click Cancel Request button to withdraw your request.
	View Request List
	Request Summary O Pending History
	Date Pay Code Units Date/Time Approval Status User Comments
	Thu 04/16/2015 Leave Bereavement 8.0 16/Apr/2015 08:27 pm Pending Anderson, Mabel
	The Reason for Cancellation window appears. Enter your reason for cancellation, if necessary.
5.	Select Cancel Request.
	The My Time Off window appears again, showing the status of the request as cancelled.