

Cancel Time Off

Time Off Requests

You can request time off from several convenient areas of the solution.

Employees can submit Time Off Requests from the Time Off Request page, the timesheet, and various reports and dashboard widgets. Managers may also be able to submit Time Off Requests for their employees. Submitted Time Off Requests are available to managers to Approve or Reject through a workflow or other Time Off reports.

Cancel an Unapproved Time Off Request

Unapproved Time Off Requests may be canceled from the Time Off History page.

Navigation: Menu > My Info > My Time > Time Off > History

1. From the Time Off History page, at the Period field, select the applicable period in which the request was made.
2. Locate the applicable Time Off Request to be canceled.
3. Select Delete. A confirmation window appears.
4. Select Delete again.

Cancel an Approved Time Off Request

Approved Time Off Requests must be canceled with a Timesheet Change Request.

Navigation: Menu > My Info > My Time > Timesheet > Current Timesheet

1. From the current timesheet, select the Actions (...).
2. Select Change Request.
3. At the Change Type field, select Cancel Time Off.
4. Select the applicable Time Off Request to be canceled.
5. Select Submit Changes to submit for manager approval.