

DHSS Job Aid 3: Canceling Time Off Request

1.	You can only cancel your request if it is pending and has not yet been approved by your manager. Go to Schedules \rightarrow My Time Off .						
	Time Entry Schedules						
	My Timesheet My Calendar My Time Off						
	Reports My Swap Requests						
	View Reports Settings						
	My Contact Preferences 💮						
2.	2. Select the Current tab. Double click the respective time off request you would like to cancel.						
	Type Start Date A End Date Status						
	Leave - Donation 09/09/2015 09/23/2015 Pending						
	Time off - SLT Sick Leave Take 09/22/2015 09/22/2015 Pending						
3.	The View/Cancel Time Off Request window appears listing the details and history of the request.						
	View Request List Cancel Request						
	Request Summary 045291 - 0452910 \odot Pending						
	Date Pay Code Hours						
	Tue 09/22/2015 SLT Sick Leave Taken 1.0						
	Tue 09/22/2015 ALT Annual Leave Taken 0.5						





4	Click the Cancel Request	button to withdraw	vour request					
4.	Click the Calicel Request button to withdraw your request.							
		View Request List	Cancel Request					
		(a) view request clar	ouncer request					
	Pequeet Summery							
		Custodial Worker	inary	Pending				
		Date	Pay Code	Hours				
		Tue 09/22/2015	SLT Sick Leave Taken	1.0				
		Tue 09/22/2015	ALT Annual Leave Taken	0.5				
5.	The Reason for Cancellation window appears. Enter your reason for cancellation. Select Cancel Request .							
	Reason for Cancellation							
		My appointment y	vas rescheduled					
	My appointment was rescheduled.							
		1						
		-		2				
				F				
		Cancel	Request Do Not Cancel	Request				
	Cancer Request Do Not Cancer Request							
	The Status window appears, showing the status of the request as canceled. Select OK .							
		The request h	as been successfully can	celed				
			OK					
			UK					
6	The Request List now sho	we your request w	as cancelled					
0.	The Request List now sho	ws your request wa	as canceneu.					
	hete	CST LIST						
	Create New Request							
	Current Back							
	Current Past							
		Type Departice	Start Date End Date Oping/2015 Oping/2015	Status				
		Time off - SLT Sick Leave Tak	e 09/22/2015 09/22/2015	Cancelled				
			001212010		-			
					1			