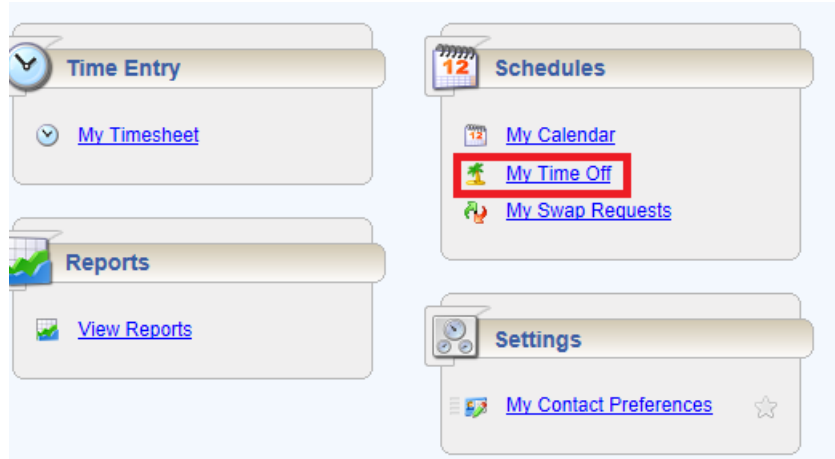


**DHSS Job Aid 3: Canceling Time Off Request**

1. You can only cancel your request if it is pending and has not yet been approved by your manager. Go to **Schedules** → **My Time Off**.



2. Select the **Current** tab. Double click the respective time off request you would like to cancel.

<b>Current</b>	Past		
Type	Start Date	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

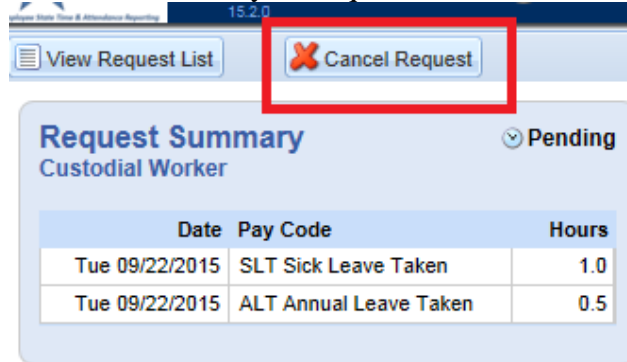
3. The **View/Cancel Time Off Request** window appears listing the details and history of the request.

**Request Summary** Pending

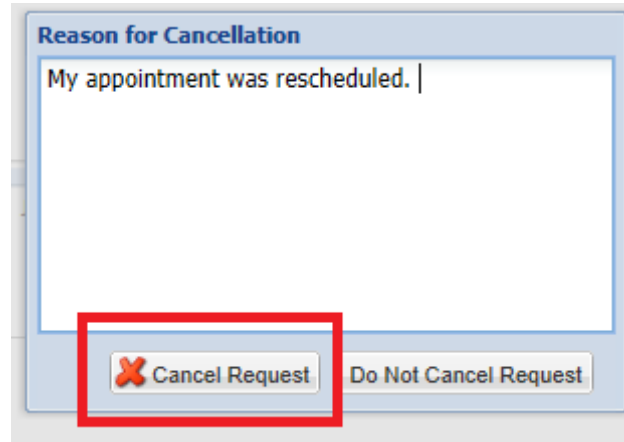
045291 - 0452910

Date	Pay Code	Hours
Tue 09/22/2015	SLT Sick Leave Taken	1.0
Tue 09/22/2015	ALT Annual Leave Taken	0.5

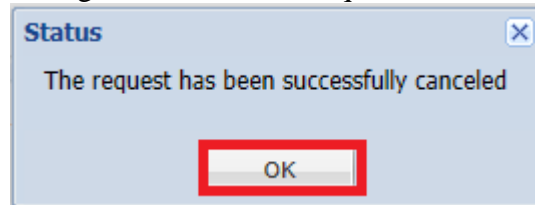
4. Click the **Cancel Request** button to withdraw your request.



5. The **Reason for Cancellation** window appears. Enter your reason for cancellation. Select **Cancel Request**.



The **Status** window appears, showing the status of the request as canceled. Select **OK**.



6. The **Request List** now shows your request was cancelled.

