

Cancel Time Off

This job aid outlines how to cancel an unapproved or approved time off request.

Cancel an unapproved time off request

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

1. Locate the unapproved time off request you wish to cancel. Adjust the **Period** if needed.
2. Select **Delete** .
3. Select **Delete** in the confirmation box.

Cancel an approved time off request

You must submit a timesheet change request to cancel an approved time off request.

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

4. Select the **Actions**  menu and select **Change Request**.
5. Select **Cancel Time Off** from the Change Type drop-down.
6. Select the date and the time off request to be canceled.
7. Select **Submit Changes**. The change request is sent to your manager for approval.

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