

## CANCEL A SUBMITTED TIME OFF REQUEST

You can cancel submitted, but not yet approved, time off requests. Once approved, you must correct the request to cancel it.

From the Absence application:

- 1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.
- 2. Click the time off entry on the calendar.
- 3. Click Cancel this Request.

Absence Calendar Brian Kaplan (1999)											
Click and drag on the calendar or select date range.   Select Date Range View Teams											
Balances	Today 🔇 > A	ugust 20 Details	3								
Balance as of 08 / 15 / 2019 💼	Sunday	Monday When	Monday, August 19, 2019 - 1	Wednesday, August 21, 2019	ursday	Friday	Saturday				
Per Plan		29 Туре	Vacation (Hours)			2	3				
Floating Holiday		Requested	24 Hours								
(Floating Holiday (Hours))		Initiated O	08/15/2019 04:08 PM								
Paid Time Off	4	5 Absence E	vent Absence Request: Brian Kaj	olan		9	10				
150 Hours		Comment	(empty)								
(Sick (Hours), Vacation (Hours))	11	Can	cel this Request		F	16	17				
					Vacation (Hours)	10	17				
166 Hours		Clos	e								
	18	19	20	21	22	23	24				
		Vacation (Hours)									
	25	26	27	28	29	30	31				

- 4. Enter a comment. Workday requires a comment for cancelations.
- 5. Click **Submit**, then **Done**. The process does not require further approval.





## CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

You can cancel submitted, but not yet approved, leave of absence requests. Once approved, you must correct the request to cancel it. From the Absence application:

- 1. Click Request Absence or Correct My Absence to open the unified absence calendar.
- 2. Click the leave of absence entry on the calendar.
- **3.** Click the Absence Event's **Related Actions**.

	Details		X							
Tu	Last Day of W First Day of A	lork bsence	02/08/2019 02/10/2019		Thursday		Friday		Saturday	
	Estimated La	st Day of Absence	02/16/2019 Jury Duty				1		2	
	Absence Ever	nt	Absence Request: Brian Kaplan				* * * * *		×	
5	Close			Actions Business Pro	ocess >	Event A Cancel View Remaining Pr	bsence Request: B	rian Kaplan 🧧		
13	2		13	Favorite	>	Overall Status Initiated On Due Date	In Progress 02/04/2019 02:49:47 PM 02/11/2019			
19	9		20		-	Effective Date	02/10/2019	-	1.	

- 4. Click Business Process > Cancel.
- 5. Enter a comment. Workday requires a comment for cancelations.
- 6. Click **Submit**, then **Done**. The process does not require further approval.



## Time Off: Manage Your Time Off and Leave of Absence





<u>Note</u>: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and click Cancel to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.

