

Cancel a Time Off Request

Use this procedure to cancel a Time Off Request (entered through the Time Off Worklet) that has not yet been approved.

Note: If the Time Off Request has not been approved, you cannot use the “Time Off Correction” function to cancel days on the request.

Create a new Time Off Request to make changes that were not included in the original request, such as cancelling a day(s), extending the duration of the time off, changing the start date, leave type changes, etc.

Procedure:

1. Search for the employee.



Tip: To find an employee....

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.



Title: Cancel a Time Off Request
Role: Timekeeper
Functional Area: Time Tracking

3. In the menu, hover over Time and Leave and then click the Enter Time Off hyperlink.

The screenshot displays the 'Search Results' page in the SPS system. On the left, a navigation menu lists categories such as Common, Organizations, Payroll, People, Processes, Procurement, Security, Staffing, and All of Workday. The 'All of Workday' category is selected. The main content area shows 'Search Results 1 items' under 'All of Workday', listing 'Tina Fey (W0000000)' as an 'Exempt | SPS TT Training - State Employee'. A context menu is open over the search result, showing an 'Actions' list with 'Time and Leave' highlighted. The 'Time and Leave' submenu is expanded, displaying various options including 'Enter Time for Worker', 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'Enter Time Off' (highlighted), 'View Time Off', 'View Schedule for Worker', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'Maintain Accrual and Time Off Adjustments/Overrides', and 'Assign Work Schedule'. At the bottom of the worker profile card, the 'Business Title' is 'Exempt' and the 'Manager' is 'François Pérusse-T (T1000663)'.



Request Time Off

Request Time Off Tina Fey (W0000000) ...

Today: < > December 2015

Balance as of

1,219.8 Hours

Balance Per Plan

- Annual Leave: 399.75 Hours
- Annual Leave Time Off Termination Payout Plan: 399.75 Hours
- Cash Overtime (FLSA) Compensatory Time: 0 Hours
- Compensatory Non-Exempt Holiday Time: 0 Hours
- Leave Bank / Donation Time: 0 Hours
- Personal Leave: 48 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas Day	26
27	28	29	30 ✓ Personal Leave (Time Off C...	31	1 New Year's...	2

day (for 24.7) Time

4. Search for the time off request on the calendar, then click the time block.



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Time Off Entry Details

Time Off Entry

When	Wednesday, December 30, 2015 - Thursday, December 31, 2015
Type	Personal Leave (Time Off Calendar)
Requested	16 Hours
Reason	Vacation
Initiated On	12/21/2015 08:20 AM
Time Off Event	Time Off Request: Tina Fey (W0000000)
Comment	(empty)

Cancel this Request

5. Click the **Cancel this Request** button.

Cancel Business Process - Time Off Request

Cancel Business Process Time Off Request:
 Tina Fey (W0000000) ...

For Tina Fey (W0000000)
 Overall Process Time Off Request: Tina Fey (W0000000)
 Overall Status In Progress
 Due Date 12/23/2015

Details

2 items

Date	Day of the Week	Type	Requested	Unit of Time	Time Off Reason
12/30/2015	Wednesday	Personal Leave (Time Off Calendar)	8	Hours	Vacation
12/31/2015	Thursday	Personal Leave (Time Off Calendar)	8	Hours	Vacation

enter your comment

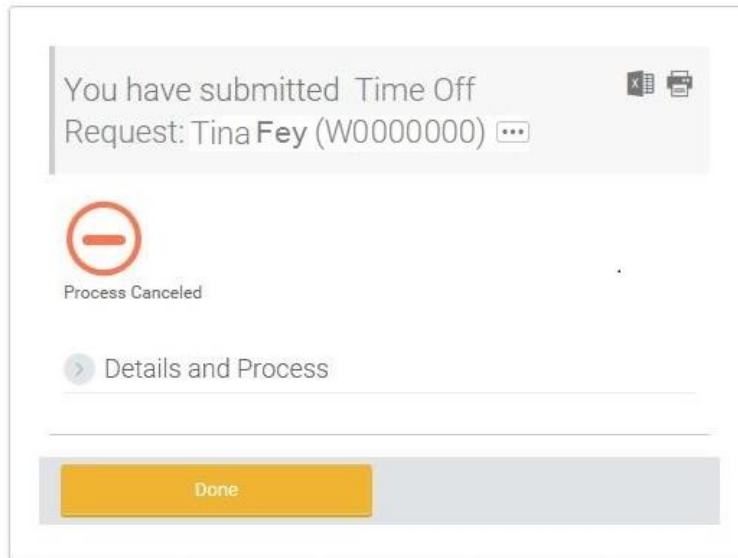
6. In the comment field, enter the reason for cancelling the request.


7. Scroll down (if needed) and click the Submit



button.

Time Off Request – Cancellation Confirmation Page



8. Click the **Done**  button.
9. If desired, create a new Time Off Request.
10. The System Task is complete.