## Employee Cancel Leave Request in TCP

In TCP, if an employee no longer needs to use Leave that was previously requested, they have the option to delete or cancel request. The option that is available is dependent on the status of the leave and the timing of the "cancellation" action.

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Leave Request is in "**PENDING**" status:	The Employee can **DELETE** the request.
Leave Request is in "**APPROVED**" status:	If the request is for a past date, the Employee cannot cancel nor delete the request.
	If the request is for a **future date**, the Employee can **CANCEL** the request. (Available through WebClock and MobileClock)

WebClock

1. Login TCP Time-Employee from the UTA Apps page.

2. Click on "Requests". The View Requests page will populate.

3. Use the single arrows to navigate to the date request.

Note: *The double arrow navigation will go back one calendar year.*
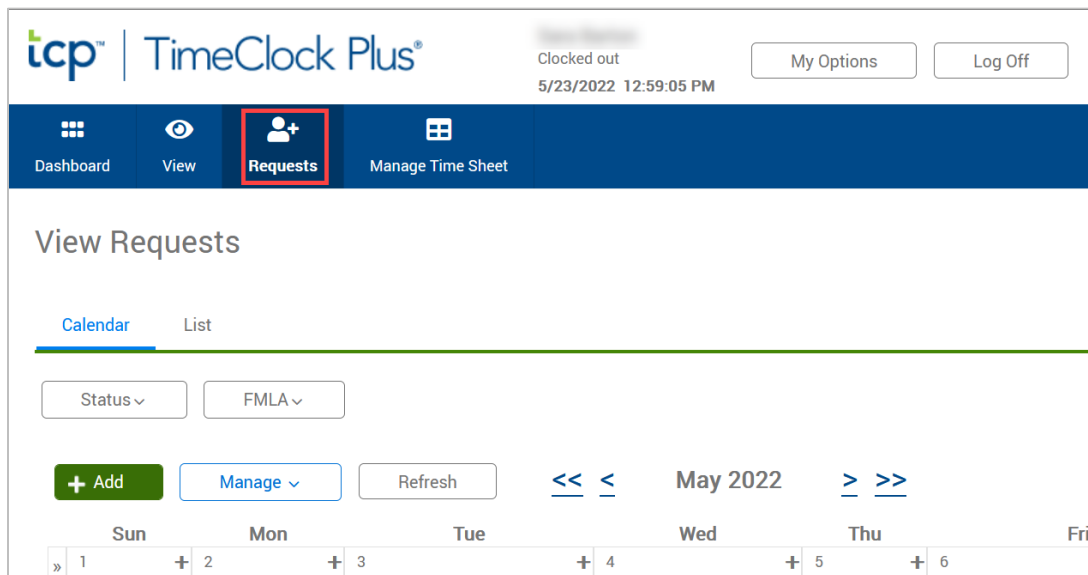

4. Click on the request to be deleted or cancelled and click the Manage button. Alternately, right-click on the leave request.

5. A menu of options will populate. Depending on the status and date of the leave (see table above), click either Delete or Cancel.
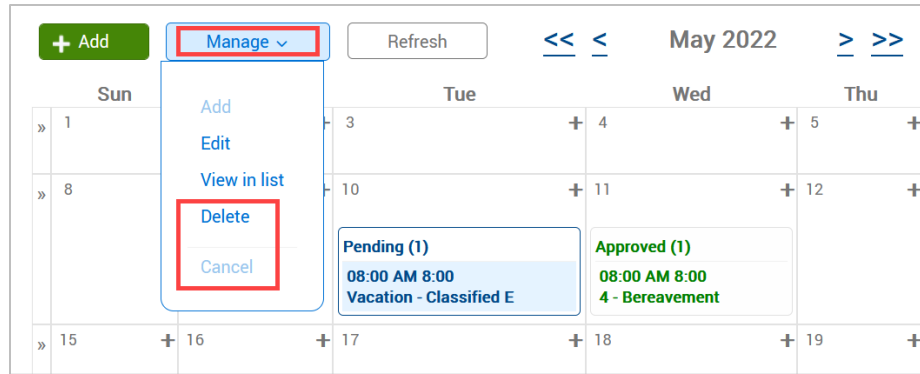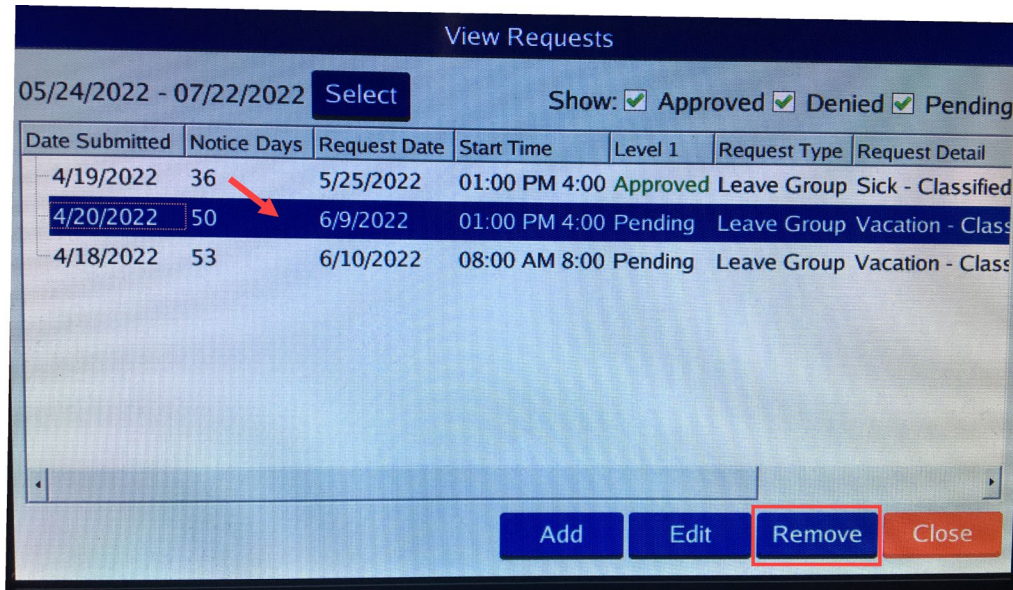
6. A window will pop-up asking if you are sure you want to delete or cancel the request. To proceed, click OK.

7. The leave request will now be deleted from the calendar or show in a Cancelled status.

Remote Data Terminal (RDT)

1. Enter the Employee ID. Alternatively, scan your employee ID badge.

2. Enter your PIN.

3. Select Self Service.

4. Click "Requests".
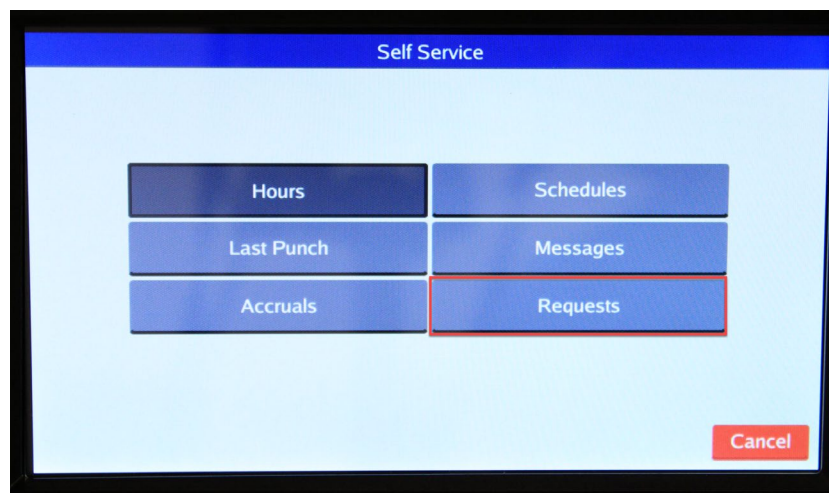
5. Current requests will show for the populated period.

6. To cancel or delete an existing request, click on it to highlight it in the list and press Remove.
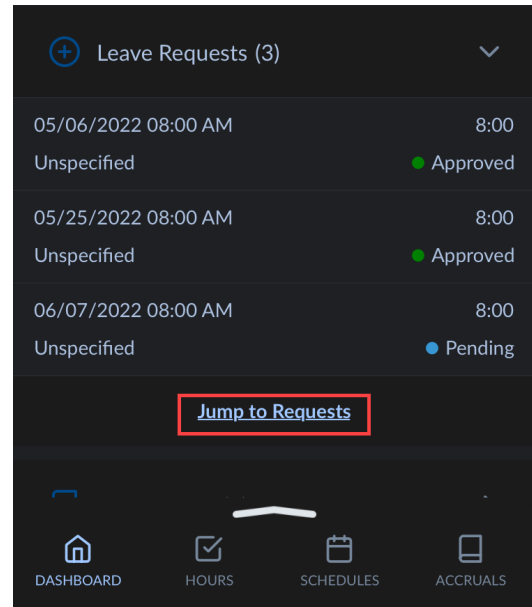
7. A window will populate asking if you are sure you want to delete the request. Click Yes to proceed.

8. The request will now be removed from the list of requests.

MobileClock

1. From the MobileClock Dashboard, click on Leave Requests.

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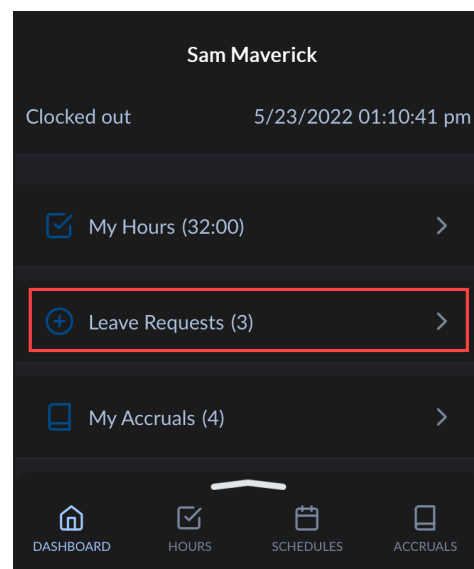
2. A list of submitted leave requests will be displayed. Click the "Jump to Requests" link at the bottom of the list.

3. Navigate to the request needing to be deleted or cancelled using the arrows at the top to change weeks.

4. Click on the Delete or Cancel option at the bottom of the leave request details.
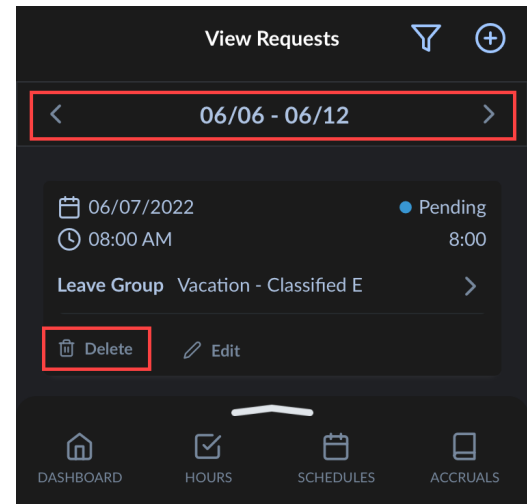
5. A window will pop-up asking if you are sure you want to delete or cancel the request. Click OK to proceed.