

Cancel an Employee Leave Request Job Aid

The purpose of this job aid is to explain how to cancel a Leave Request for an employee.

Timekeepers and managers can cancel a Leave Request in “Approved” status. If the Leave Request has not yet been approved and remains in “Pending” status, either the employee can delete their own request, or the manager can Deny the request.

Note: Calendar view will be used for the following steps, but these actions can be taken through List View also.

1. Click on Tools, then Requests. The Request Manager page will populate.
2. By default, requests for all employees will display. To limit the visible requests to one or certain employees, use the Employee Filter or the Position Filter.
3. Click on the request to be cancelled, click the Manage button, then select Cancel. Alternately, right-click on the request and select Cancel in the menu.



4. A window will pop-up asking if you are sure you want to cancel the request. Click OK to proceed.
5. A processing window will populate. Once the processing is complete, click the OK button. This process will cancel the Leave Request and remove the time segment from the employee’s Hours timesheet.

