

Employee: Editing or Canceling a Time Off Request (TOR)

You can edit or cancel a pending or approved Time Off Request (TOR) in UD WorkForce.

Edit a Time Off Request (TOR)

1. Select My Time Off on the Home Screen.

🛗 Schedules	11.
My Calendar	
My Time Off	

- 2. Click the request you want to edit from the list.
 - **Current** tab TORs dated today or in the future
 - Past tab TORs dated prior to today's date

Current Past				
Туре	Start Date 🛛 🔻	End Date	Amount Requested	Status
Time off - Vacation	10/21/2020	10/26/2020	30 Hours Paid	Pending
Time off - Vacation	09/28/2020	09/30/2020	22.5 Hours Paid	Pending

3. Click the Edit Request button.

View Request l	.ist 🛛 💥 Can	cel Request	🤌 Edit Requ	lest
Request S Headmaster- UD_STAFF_NE	ummary Hogwarts Schoo X (0)	l of Witchc	eraft and Wiz	Pending zardry-
D	ate Pay Code		Value	
Mon 09/28/20	020 Vacation		7.5	Hours

- 4. Use the calendar icons to change the dates (if needed).
- 5. Click **Next** button

Edit Time Off Request			
Time Off Type:	Vacation		
Dates:	09/28/2020 🗂 To 09/30/2020 🛱		

- Edit the Hours and/or use + and X buttons to add/delete one or more rows
 - The + button allows you to add a row for the same date and choose a different **Pay Code** such as **Sick**
- 7. Edit the **Pay Code** if the time off type was incorrect.

Request Details				
Action	Date	Pay Code	Value	
🕂 🕂	Mon 09/28/2020	Vacation	7.5	Hours
🕂 🦊	Tue 09/29/2020	Vacation	7.5	Hours

- 8. Click **Update** button, then click the **Submit** button
- 9. The Status message confirms the TOR was submitted
- 10. Click **OK**.

Cancel a Time Off Request (TOR)

Reasons to cancel a pending or approved TOR reasons include:

- You did not use the requested time off
- You will not use the requested time off
- 1. Select My Time Off. The Request List window appears.
- 2. Click the request you want to edit.

Current Past				
Туре	Start Date 🔺	End Date	Amount Requested	Status
Time off - Vacation	01/21/2020	01/21/2020	7.5 Hours Paid	Auto Approved
Time off - Vacation	06/12/2020	06/12/2020	7.5 Hours Paid	Auto Approved
Time off - FMLA - Dependent Sick	06/16/2020	06/16/2020	7.5 Hours Paid	Auto Approved

3. Click the **Cancel Request** button

View Request List	Cancel Request 🧳	PEdit Requ	est
Request Sum Headmaster-Hog UD_STAFF_NEX (0	Imary warts School of Witchcra)	🛛 Auto / ft and Wiz	Approved zardry-
Date	Pay Code	Value	
Dute			

- 4. The **Reason for Cancellation** dialog box pops-up. Enter a reason for the cancellation (optional)
- 5. Click the Cancel Request button

Reason for Cance	llation	
I will not take t	he time off I reque	ested.
	-	
	Cancel Request	Keep Request

- 6. The Status message confirms the TOR was canceled.
- 7. Click OK.