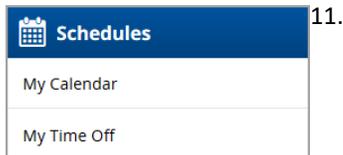


You can edit or cancel a pending or approved Time Off Request (TOR) in UD WorkForce.

Edit a Time Off Request (TOR)

1. Select **My Time Off** on the **Home Screen**.



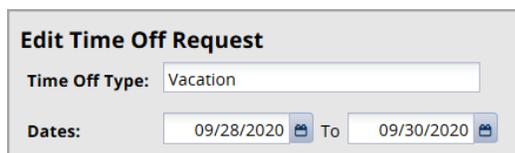
2. Click the request you want to edit from the list.
 - **Current** tab – TORs dated today or in the future
 - **Past** tab – TORs dated prior to today's date

Type	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

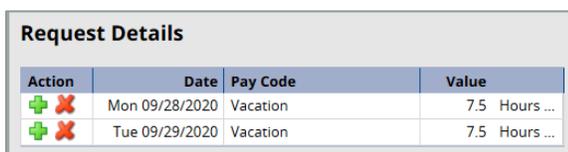
3. Click the **Edit Request** button.



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



6. 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.



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



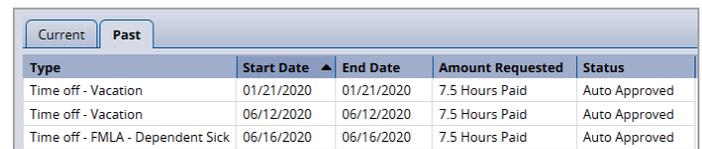
9. The **Status** message confirms the TOR was submitted
10. Click **OK**.

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.



Type	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



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



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