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

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

4. Use the calendar icons to change the dates (if needed).

5. Click the **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.

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.

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**.