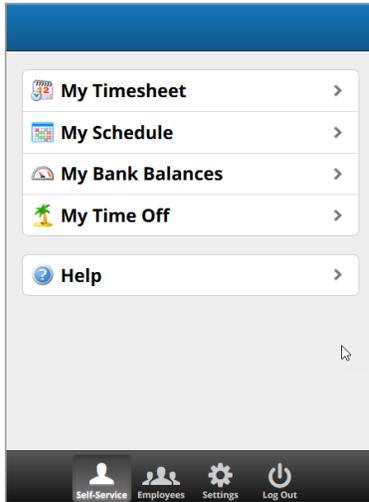
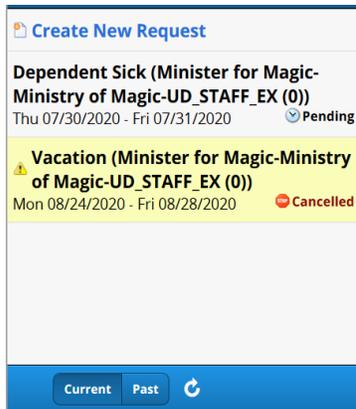


Employees can cancel an approved or pending Time Off Request (TOR) in UD WorkForce Mobile.

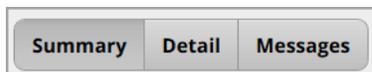
1. On the **Self-Service** screen, select **My Time Off**.



2. You'll see a list of your **Current** TORs. Click the **Past** button if the TOR has dates prior to today's date.
3. Click the TOR you want to cancel.

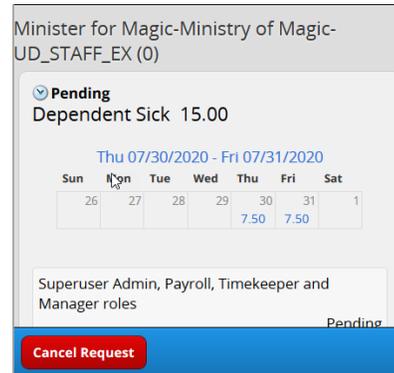


4. The tabs at the top contain more information about the TOR.



- **Summary** – includes submission details and the approver's name
- **Details** – shows the hours and time off type for each date
- **Messages** – includes any message associated with the TOR

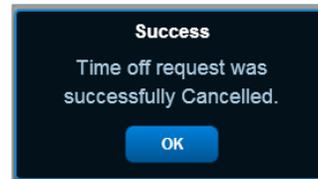
5. Click the **Cancel Request** button.



6. Enter **Comments** (optional)
7. Click **Cancel Request** to make the cancellation effective.



8. A confirmation message displays. Click **OK**.



9. To view the status of the TOR, log-in to the desktop version and go to **My Time Off** in the **Home Screen**.
 - In the **Current** or **Past** tab, the **Status** changed from "Approved" or "Pending" to "**Cancelled**".

Type	Start Date	End Date	Amount Requested	Status
Time off - Dependent Sick	07/30/2020	07/31/2020	15 Hours Paid	Cancelled

10. Click the cancelled request to see a detailed history of the request in the **Workflow** tab.

Request Summary			Cancelled	Workflow
Minister for Magic-Ministry of Magic-UD_STAFF_EX (0)				Required Approvers Superuser Admin, Pa
Date	Pay Code	Value	History	
Thu 07/30/2020	Dependent Sick	7.5 Hours ...	Date/Time	
Fri 07/31/2020	Dependent Sick	7.5 Hours ...		