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


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”.

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