Managers, Timekeepers, HR Managers and Business Officers can cancel an approved Time Off Request (TOR)

Note: Employees have the ability to cancel their own requests. If the manager is cancelling a previously approved request, a conversation should have occurred prior to the cancellation.

1. To cancel an approved TOR, select Manage Time Off from the Home Menu screen.

2. Select Upcoming to view approved requests.

3. Select the request to be cancelled. The View Request screen appears.

4. Click Cancel Request. The Reason for Cancellation dialog appears.

   - **Reason for Cancellation**
     - Employee asked me to cancel the TOR, since their vacation plans changed.
     - **Cancel Request**
     - **Close**

5. It is best practice to enter a reason for the cancellation. Click Cancel Request to make the cancellation effective. A confirmation message displays.

   ![Success](image)

   - **Success**
     - Time off request was successfully cancelled.
     - **OK**

6. The next steps requires logging-in to the desktop version of UD WorkForce.

7. To view the status of the request, access the Review Time Off Requests window in the Home Screen. In the All Requests tab, notice that the approval status changed from “Approved” to “Cancelled”.

   ![All Requests](image)

   - My Pending Requests
     - 999989 Jackson, Michael (King of...) Time off - Dependent Approved 08/28/2020
     - 999989 Jackson, Michael (King of...) Time off - Vacation Approved 11/23/2020
     - 999989 Jackson, Michael (King of...) Time off - Vacation Canceled 06/29/2020

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

   ![Workflow](image)