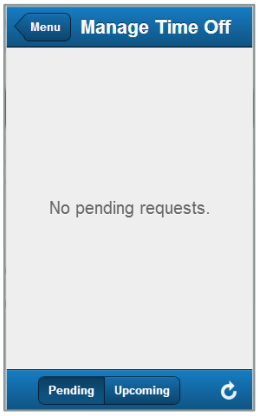
# Mobile: Manager - Cancel an Approved Time Off Request

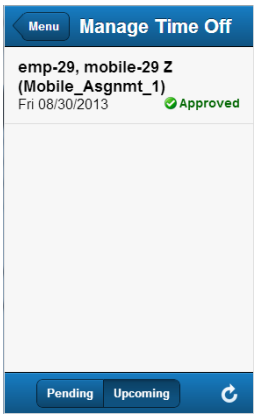
Managers, Timekeepers, HR Managers and Business Officers can cancel an approved Time Off Request (TOR)

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.

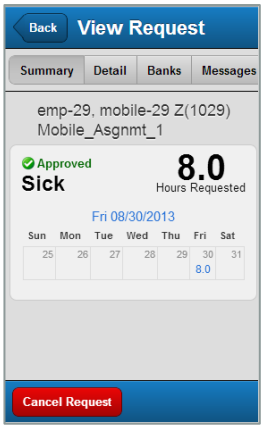
1. To cancel an approved TOR, select **Manage Time Off** from the Home **Menu** screen.



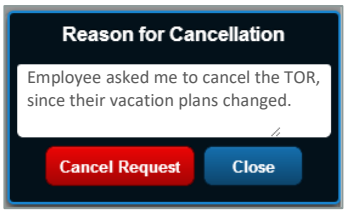

2. Select **Upcoming** to view approved requests.



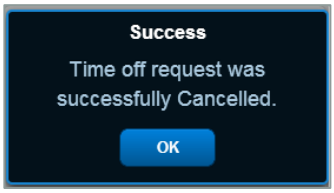

3. Select the request to be cancelled. The **View Request** screen appears.




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

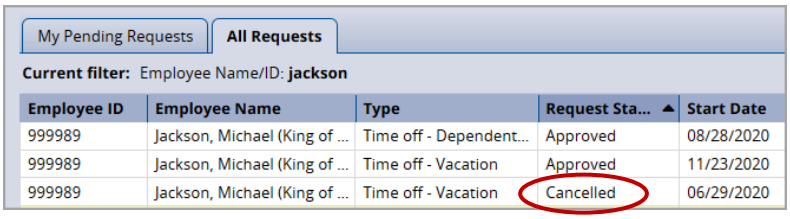



5. It is best practice to enter a reason for the cancellation. Click **Cancel Request** to make the cancellation effective. A confirmation message displays.



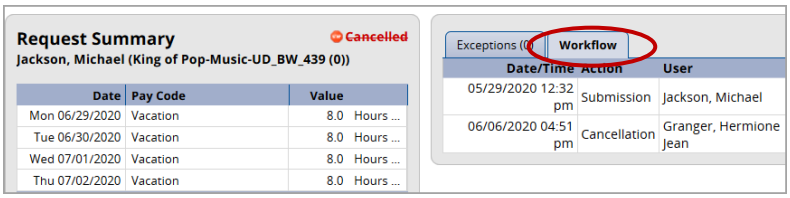

***The next steps requires logging-in to the desktop version of UD WorkForce.***

6. 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".




| Employee ID | Employee Name | Type | Request Sta... | Start Date |
|---|---|---|---|---|
| 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 | Cancelled | 06/29/2020 |

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




| Date | Pay Code | Value |
|---|---|---|
| Mon 06/29/2020 | Vacation | 8.0 Hours ... |
| Tue 06/30/2020 | Vacation | 8.0 Hours ... |
| Wed 07/01/2020 | Vacation | 8.0 Hours ... |
| Thu 07/02/2020 | Vacation | 8.0 Hours ... |

| Date/Time | Action | User |
|---|---|---|
| 05/29/2020 12:32 pm | Submission | Jackson, Michael |
| 06/06/2020 04:51 pm | Cancellation | Granger, Hermione Jean |