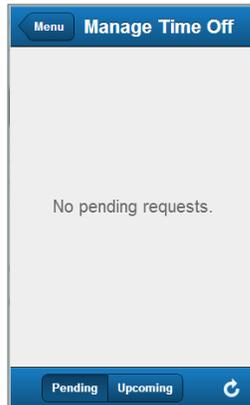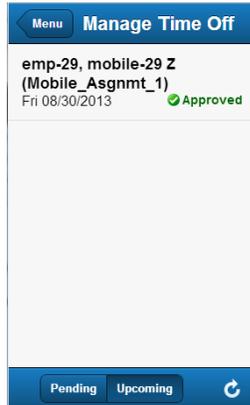Managers, Timekeepers, HR Managers and Business Officers can cancel an approved Time Off Request (TOR)

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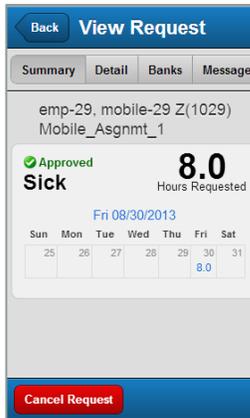
1. To cancel an approved TOR, select **Manage Time Off** from the Home **Menu** screen.

    **Menu  Manage Time Off**

    No pending requests.

    Pending  Upcoming

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

    **Menu  Manage Time Off**

    emp-29, mobile-29 Z
    (Mobile_Asgnmt_1)
    Fri 08/30/2013  ✅ Approved

    Pending  Upcoming

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

    **Back  View Request**

    Summary | Detail | Banks | Messages

    emp-29, mobile-29 Z(1029)
    Mobile_Asgnmt_1

    ✅ Approved      **8.0**
    **Sick**       Hours Requested

    Fri 08/30/2013

    | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
    |-----|-----|-----|-----|-----|-----|-----|
    | 25  | 26  | 27  | 28  | 29  | 30  | 31  |
    |     |     |     |     |     | 8.0 |     |

    **Cancel Request**

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**
    Time off request was successfully Cancelled.
    **OK**
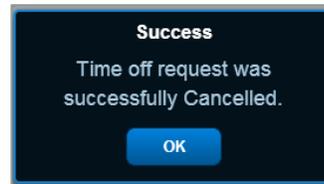
*The next steps requires logging-in to the desktop version of UD WorkForce.*

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".

    | My Pending Requests | **All Requests** |

    Current filter: Employee Name/ID: **jackson**

    | 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.

    **Request Summary**            ⊘ **Cancelled**
    Jackson, Michael (King of Pop-Music-UD_BW_439 (0))

    | 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 ... |

    | Exceptions (0 | **Workflow** |

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