How to Modify/Cancel a Leave Request

Leave Request / Donation History page gives the salaried employees the ability to modify or cancel requests in "Needs Approval" or "Tentative Approval" status.

NavBar: Menu

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Menu

Recently Visited S

Modify a Leave Request

- 1. Navigate to Leave Request/Donation Review page within Self Service:
 - Click Navbar.
 - Select Menu.
 - Select Manager Self- Service
 - Select Leave Request.
 - Select Leave Request/Donation Review.
- 2. On the Modify/Cancel tab, select a request .

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Le	ave	Request/E	Donation R	eview and His	story						
Ch	ris Do	be			Employee ID 1014391						
Modify/Cancel Leave Request / Donation History Select All Deselect All											
S	elect t	o Modify or C	ancel Leave I	Request	Personalize Find View All 🔃 🔢 First 🕚 1-3 of 3 🕟 Las						
	Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status	
2		11/14/2023	11/14/2023	Floating Holiday		8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval	
		08/07/2023	08/07/2023	Sick Leave Full	Feel ill. Will be out all day	8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval	

- 3. Edit the **From Date, Thru Date**, and/or **Hours per Day**. *Important!* Only the **From Date, Thru Date**, and **Hours per Day** can be modified. If you want to change the type of request (e.g. Sick Leave Full, Vacation, etc.) you should *Cancel* the request and submit a new one.
- 4. When done, click **Calculate Hours**.

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	Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status	
1		11/14/2023 🛐	11/14/2023	Contra total	3 →	4.000000	Calculate Total Hours	4	09/15/2023	Needs Approval	
2		08/07/2023	08/07/2023	Sick Leave Full	Feel ill. Will be out all day	8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval	

Once the modification is complete, the original request status will change to "Cancel" and can be viewed in the **Leave Request /Donation History** tab. The new request will display on the **Modify/Cancel** tab and appear with a "Needs Approval" status.

5. Click **OK** on message.

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	Select	From Date	End Date	Type Of Request	Comments	Hours pe	Message	Total Hours	Date Submitted	Request Status	
1		11/14/2023	11/14/2023	Floating Holiday		4.00000	Selected Rows Modified	L_00	09/15/2023	Needs Approval	
2		08/07/2023	08/07/2023	Sick Leave Full	Feel ill. Will be out all day	8.001 5	ок	_00	09/15/2023	Needs Approval	

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Reporting Tools

Self Service

Leave Requests

Leave Request/Donation Revie

How to Modify/Cancel a Leave Request

Cancel a Leave Request

From the Leave Request/Donation Review and History page

- 1. On the Modify/Cancel tab, select the request.
- 2. Select Cancel Request.

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М	odify/C	ancel Leave F	Request / Donation	History	Select All Deselect All							
iel	ect to	Modify or Cano	el Leave Reque	est			Personalize Find V	fiew All 🔄	First 🕚	1-3 of 3 🕑 La		
	Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status		
1		11/14/2023	11/14/2023	Floating Holiday		4.000000	Calculate Total Hours	4.00	09/15/2023	Needs Approv		
2		08/07/2023	08/07/2023	Sick Leave Full	Feel ill. Will be out all day	8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approv		
2		11/20/2023	11/22/2023	Vacation	Travelling out of state for Thanksgiving.	8.000000	Calculate Total Hours	24.00	09/15/2023	Needs Approv		

3. Click OK on message.

R	Review of Leave Request													
Le	Leave Request/Donation Review and History													
Ch	ris Do	e				Employee ID 1014391								
M	odify/Ca	ncel Leav	e Request / D	onation History										
Se	elect to	Modify or C	ancel Leave	e Request		Message	Personalize Find View All 🔄 🌉 🛛 First 🕚 1-2 of 2 📀 Last							
	Select	From Date	End Date	Type Of Request	Comm	Selected Rows Cancelled	Calculate Total Hours	Total Hours	Date Submitted	Request Status				
1		11/14/2023	11/14/2023	Floating Holiday	3	ОК	Calculate Total Hours	4.00	09/15/2023	Needs Approval				
2		08/07/2023	08/07/2023	Sick Leave Full	Feel ill	I. Will be out all day 8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval				

4. Select the Leave Request/ Donation History tab to view canceled request(s).

Re	view of Leav	e Request											
Le	Leave Request/Donation Review and History												
Ch	ris Doe			_	Employee ID 1014391								
M	odify/Cancel	Leave Re	quest / Donation His	tory 4									
Lea	ave Reques	t / Donation	History	Perso	onalize Find '	View All 🔁	🔣 First 🕚	1-2 of 2 🕑 Last					
	From Date	End Date	Type Of Request	Comments	Hours per Day	Total Hours	Date Submitted	Request Status					
1	11/14/2023	11/14/2023	Floating Holiday		8.000000	8.00	09/15/2023	Cancelled					
2	11/20/2023	11/22/2023	Vacation	Travelling out of state for Thanksgiving.	8.000000	24.00	09/15/2023	Cancelled					

Additional resources and training opportunities can be found on the **PeopleSoft site**, <u>found here</u>. Or follow this navigation path: **SDUSD > Staff Portal > Applications & Support >IT Department >** Select **PeopleSoft** from the **IT Resources drop down menu.** 2 PeopleSoft HCM- Self Service