

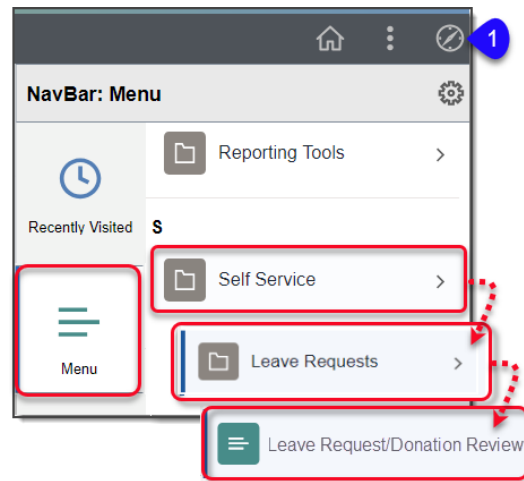
How to Modify/Cancel a Leave Request

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

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 .

Review of Leave Request										
Leave Request/Donation Review and History										
Chris Doe Employee ID 1014391										
Modify/Cancel Leave Request / Donation History Select All Deselect All										
Select to Modify or Cancel Leave Request										
Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status	
<input checked="" type="checkbox"/>	11/14/2023	11/14/2023	Floating Holiday		8.000000	Calculate Total Hours	8.00	09/15/2023	Needs Approval	
<input type="checkbox"/>	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**.

Select to Modify or Cancel Leave Request										
Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status	
<input checked="" type="checkbox"/>	<input type="text" value="11/14/2023"/>	<input type="text" value="11/14/2023"/>	Floating Holiday		<input type="text" value="4.000000"/>	Calculate Total Hours		09/15/2023	Needs Approval	
<input type="checkbox"/>	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.

Select to Modify or Cancel Leave Request										
Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status	
<input type="checkbox"/>	11/14/2023	11/14/2023	Floating Holiday		4.000000		8.00	09/15/2023	Needs Approval	
<input type="checkbox"/>	08/07/2023	08/07/2023	Sick Leave Full	Feel ill. Will be out all day	8.000000		8.00	09/15/2023	Needs Approval	

Message

Selected Rows Modified

OK

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**.

Review of Leave Request

Leave Request/Donation Review and History

Chris Doe Employee ID 1014391

Modify/Cancel Leave Request / Donation History Select All Deselect All

Select to Modify or Cancel Leave Request Personalize Find View All First 1-3 of 3 Last

Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status
<input type="checkbox"/>	11/14/2023	11/14/2023	Floating Holiday		4.000000	Calculate Total Hours	4.00	09/15/2023	Needs Approval
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	11/20/2023	11/22/2023	Vacation	Travelling out of state for Thanksgiving.	8.000000	Calculate Total Hours	24.00	09/15/2023	Needs Approval

Modify Request Cancel Request

3. Click **OK** on message.

Review of Leave Request

Leave Request/Donation Review and History

Chris Doe Employee ID 1014391

Modify/Cancel Leave Request / Donation History

Select to Modify or Cancel Leave Request Personalize Find View All First 1-2 of 2 Last

Select	From Date	End Date	Type Of Request	Comments	Hours per Day	Calculate Total Hours	Total Hours	Date Submitted	Request Status
<input type="checkbox"/>	11/14/2023	11/14/2023	Floating Holiday		8.000000	Calculate Total Hours	4.00	09/15/2023	Needs Approval
<input type="checkbox"/>	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

Message

Selected Rows Cancelled

OK

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

Review of Leave Request

Leave Request/Donation Review and History

Chris Doe Employee ID 1014391

Modify/Cancel Leave Request / Donation History

Leave Request / Donation History Personalize 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