## Supervisor – PC - Cancelling versus Retracting a Time Off Request

Important: All requests for time in the future should be handles within 30 days or moved to a pending state.

- Once a request has been approved, the supervisor/coordinator is not able to retract, they MUST cancel the request and approve the cancellation.
- Any requests that need to be changed must be CANCELLED and a new request must be submitted. Users are <u>not</u> able to cancel part of a request.
- Please note if you RETRACT a request after it has been approved, you <u>must contact the Payroll Department</u> to have this request removed from timecard, as retracting the request <u>will NOT</u> remove this request from timecard after the request has been approved.

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