

Employee - PC - Canceling versus Retracting a Time Off Request

All Benefit Eligible employees will be using Kronos when requesting time off on SharkTime Navigator.

Retracting a Time Off Request

The Retract option is only available *before* the Supervisor/Coordinator approves your request.

1. Go to the My Calendar

Pending Approval.
Employees are able to Retract Request if necessary, only before it has been approved.

- 1.
- 2.

Current Pay Period	May 24 - 30, 2015				
Tue 5/26	Wed 5/27	Thu 5/28	Fri 5/29	Sat 5/30	
Vacation Time...	Vacation Time...	Vacation Time...	Vacation Time...		
	Submitted Vacation [1.00 d]				
Lunch	830a-5p 1Lunch	830a-5p 1Lunch	830a-5p 1Lunch		
8:00PM-12:00PM	8:30AM-12:00PM [3.5 h]	8:30AM-12:00PM [3.5 h]	8:30AM-12:00PM [3.5 h]		
1:00PM-5:00PM [4.0 h]	1:00PM-5:00PM [4.0 h]	1:00PM-5:00PM [4.0 h]	1:00PM-5:00PM [4.0 h]		
Regular	Regular	Regular	Regular		
Regular Unit	Available Balance	Vested Balance	Probationary ...	Earned to Date	Take
	22.5	22.5		0.0	
	965.0	965.0		0.0	
	77.5	77.5		0.0	

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Cancel Requests- Employees

The Cancel option is only available *after* the Supervisor/Coordinator approves your request

The screenshot displays the 'Request Time Off' interface in SharkTime Navigator. The calendar shows the period from June 28, 2015, to July 4, 2015. A 'Sick Time-Off' request is visible on Thursday, July 2nd, from 1:00PM to 3:00PM. A context menu is open over this request, with the 'Cancel' option highlighted in a red box. A callout box with a red border and a speech bubble tail points to the 'Cancel' button, containing the text: '2. Select **Cancel**, email will be sent to supervisor to approve cancelled request'. The calendar grid shows various time blocks for 'Regular' and 'Sick' time, with a 'Details' button also visible in the context menu.