



# 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.

2. Select to view **Approved** request

Manage Requests

Current Schedule Period: XACTV 02V

Time-Off: Approved

Buttons: Details, Edit, Retract, Cancel, Request Time Off

| Employee | Status | Pay Code | Start Date | End Date  | Submitted By | Submit Date | Modified By | Comments |
|----------|--------|----------|------------|-----------|--------------|-------------|-------------|----------|
|          | Sick   |          | 7/17/2015  | 7/17/2015 |              |             | M           | Comment  |

4. Click **Cancel**

3. **Highlight** employee

Edit may be used for adding comments. DO NOT CANCEL from here or request will remain on timecard.

**DO NOT RETRACT**, this will cause the request to remain on the timecard.

5. Select to view **Cancel Submitted**. Supervisors/Coordinators must approve cancellation, for the request to process.

Manage Requests

Current Schedule Period: XACTV 81

Time-Off: Cancel Submitted

Buttons: Details, Edit, Cancel Approved, Cancel Refused, Request Time Off

| Employee | Status | Pay Code | Start Date | End Date  | Submitted By | Submit Date | Modified By | Comments |
|----------|--------|----------|------------|-----------|--------------|-------------|-------------|----------|
|          | Sick   |          | 7/13/2015  | 7/17/2015 |              |             |             |          |

7. Click **Cancel Approved**

6. **Highlight** employee