

Cancel a Pending Time Off Request

Last updated March 30, 2020

Time Off requests that are **In Progress** (have been submitted but not approved) can be canceled entirely.

Steps

1) Run the **My Time Off** report.

2) Hover over the **magnifying glass icon** in the **Time Off Event** column for the day/request you'd like to cancel.

- Multi-day requests are canceled all at once, so you can do this for any day/row that falls within the request.

3) Click the **Related Actions** button (a rectangle with three dots) that appears to the right of the magnifying glass.

4) Hover over the **Business Process** tab within the **Related Actions** popup.

5) Select **Cancel** from the **Business Process** mini-menu.

6) On the resulting screen, enter a brief **comment** explaining the cancellation.

7) Click **Submit** to confirm cancellation. No approval is required.

What if It's Already Approved?

Once a time off request is approved, you must [submit a time off correction](#) instead.