

Modify Approved Time Off Request

Last updated March 30, 2020

You may still modify or cancel a time off request following its approval.

Steps

1) Run the **Correct My Time Off** task (also accessible from the **Time Off** worklet).

- If you have no approved requests, you'll see a message to that effect. Otherwise, you'll see the time off calendar.

2) Adjust the month and/or year according to the date of the time off request.

3) Click the time off item that displays in the calendar. It should have a checkmark to show it has been approved.

4) To remove a day from the request entirely, click the corresponding **minus icon** in the table shown.

5) Otherwise, select the day(s) in the request you would like to adjust:

- If each day of the request will be adjusted in the same way, check the **Select All** box towards the top of the screen.
- Alternatively, check the **Select** boxes for each day you wish to change in the same way.

6) Adjust the **Type** of time off and/or the **Daily Quantity** (hours being taken off per day) as needed.

7) Repeat **steps 5-6** for any other days you need to change.

8) Review your adjustments in the table shown, then click **Submit**.

- You can discard any changes by clicking **Cancel** instead.