Time Off Requests: How to Cancel a Time off Request before it has been approved:

⚠️ **Important Note:** You cannot edit a time off request that hasn’t been approved. If you need to make changes, cancel the request and submit a new one.

1) If the Time Off request has not been approved, click your name in the upper right-hand corner, then click on the **Inbox** link.

2) Click on the **Archive** tab within your Inbox (on the left-hand side of your screen).

3) Select the appropriate Time Off request (with an Overall Status of In-Progress), and click on **Cancel**.

4) You must add a note in the **Comments** box before you click on the final **Submit** button.

   **Note:** An additional approval is not required for cancelling this type of time off request.

Time Off Requests: How to Correct or Cancel a Time off Request after it has been approved:

1) Click the **Time Off** icon on the **Home Page**.

2) On the **Request** menu, click **Time-Off Correction**.

3) On the Time Off Calendar, click on the time off period(s) needing to be corrected. **Note:** Approved time off will display in Green.
The **Correct My Time Off** page then appears.

4) If you wish to either modify the **Daily Quantity** (change from .5 to 1 or vice-versa) or change the **Type** (from Vacation to Health or vice-versa), you can select the day and Correct the details of the approved Time.

   For example, click on the checkbox for Monday, April 06 and change the **Type** to Vacation.

5) If you did not use the time off, you can **Delete** the select approved Time Off day. Select the day by click on the checkbox, as appropriate, and then click on the Delete button. This will remove the day from your calendar, as explained by this warning message.

6) Click **Ok**. A confirmation appears, with an **Up Next** message indicating that your request will route to your Manager for approval.

7) Click **Done**.

   Note: If you need to add an additional day to your original request, simply submit another Request Time Off event.

**Related Job Aids:**

- [Requesting Time Off (Exempt employees only)]