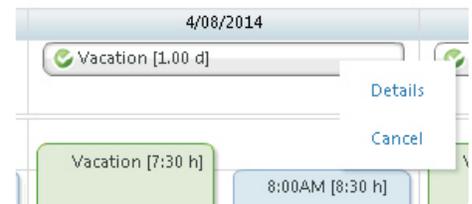
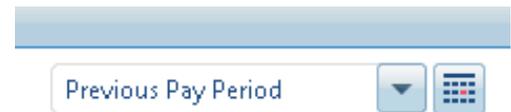
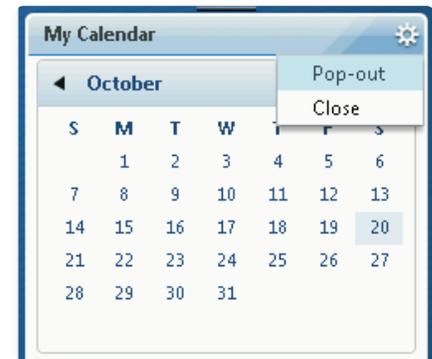




# KRONOS® Cancelling an Employee Time Off Request

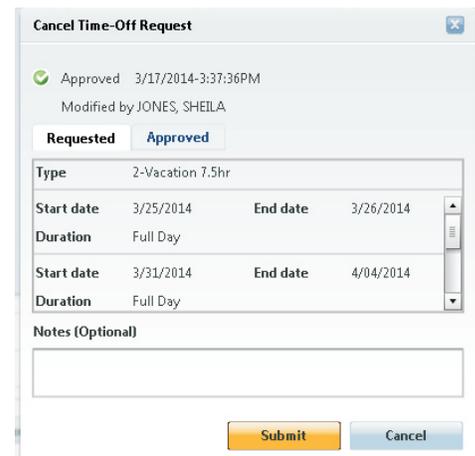
## Cancelling a Time Off Request using the Navigator

- 1** On the **My Calendar** secondary workspace, click the round tool in the upper right hand corner and choose **Pop-out**. This will make your **My Calendar** become your primary workspace.
- 2** Choose the **Pay Period** that is located at the top center of the **My Calendar** workspace.
- 3** Click on the bubble that contains the **Leave Type** that you are wanting to change or cancel and click **Cancel**.
- 4** Verify the information and click **Submit**. It is then routed for approval and then will be removed from your timecard.



### Additional Notes:

- When cancelling a request you are actually cancelling the entire request that was made. For example, if you request a whole week off and you only want to cancel Monday, you must cancel the whole week and then re-enter Tuesday through Friday.
- If you accidentally enter the wrong leave type on a particular day then you would need to complete this in order to eliminate the wrong leave type and then enter a new request for the correct leave type.
- If you accidentally enter the wrong amount of leave, again, you would use this to cancel the incorrect amount and then re-enter a request for the correct amount.

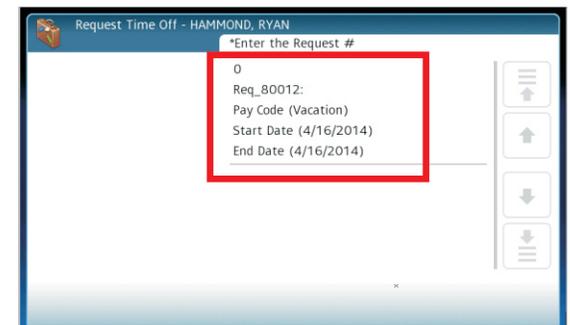
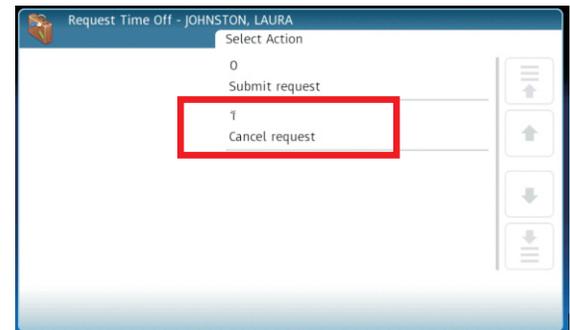
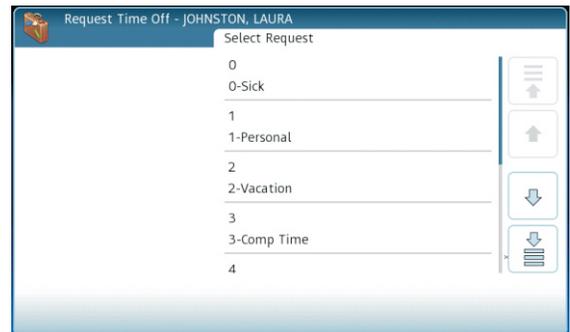




# KRONOS® Cancelling an Employee Time Off Request

## Cancelling a Time Off Request using the InTouch

- 1 Press the **Request Time Off** soft key.
- 2 Swipe your **Badge** or enter your badge **ID number** and Press **Enter**.
- 3 Select the **leave type** that you are cancelling. Use the arrows to scroll up and down.
- 4 Select **Cancel Request** button.
- 5 Choose the **Start Date** and **End Date** for the leave request that you want to cancel. Once you choose the two dates, click **Continue**.
- 6 Click the **Request Information** that was submitted and it will automatically then be routed for approval.



### Additional Notes:

- When cancelling a request you are actually cancelling the entire request that was made. For example, if you request a whole week off and you only want to cancel Monday, you must cancel the whole week and then re-enter Tuesday through Friday.
- If you accidentally enter the wrong leave type on a particular day then you would need to complete this in order to eliminate the wrong leave type and then enter a new request for the correct leave type.
- If you accidentally enter the wrong amount of leave, again, you would use this to cancel the incorrect amount and then re-enter a request for the correct amount.

