# KRONOS<sup>®</sup> 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.

My Ca	lenda	r				÷	
October					Pop-out		
s	м	т	w	-	Clos	e 3	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				



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**Previous Pay Period** 

Cancel Time-O	ff Request			×
C. Anneyard	2/17/2014 2.27	.DEDM		
Approveu	JONEO OUET A	:50PIVI		
Modified b	y JONES, SHEILA	4		
Requested	Approved			
Туре	2-Vacation 7.5k	ır		
Start date	3/25/2014	End date	3/26/2014	•
Duration	Full Day			=
Start date	3/31/2014	End date	4/04/2014	
Duration	Full Day			•
Notes (Optiona	al)			
-				-
		Submit	Cancel	

#### 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.

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## Cancelling a Time Off Request using the InTouch



Press the Request Time Off soft key.

- 2 Swipe your **Badge** <u>or</u> 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 Selec
  - 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.

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Request Time Off - JOHN	STON, LAURA	
	Select Request	
	0	
	0-Sick	*
	1	
	1-Personal	1
	2	
	2-Vacation	Ţ
	3	Ľ
	3-Comp Time	- ₽
	4	





