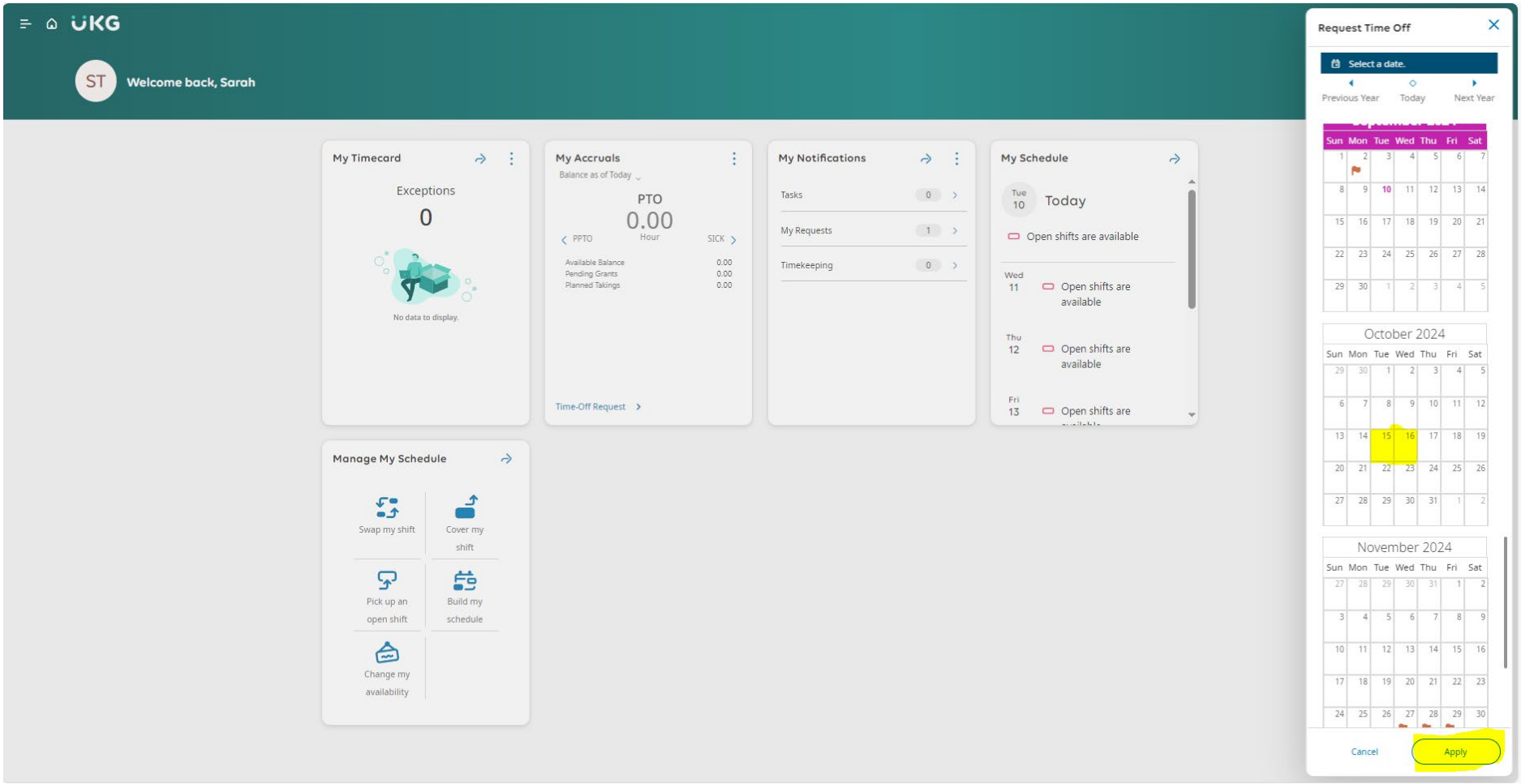
How to Submit & Cancel a Time Off Request

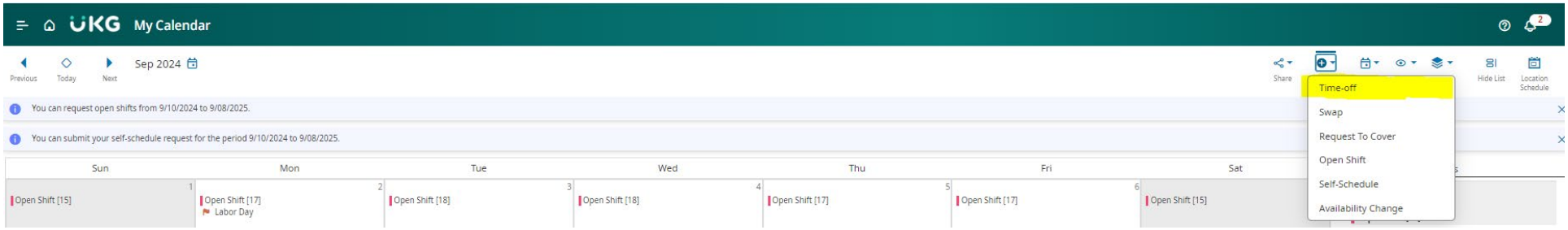
Submitting Time Off Requests

- **Navigation: Home page > My Accruals > Time Off Request**

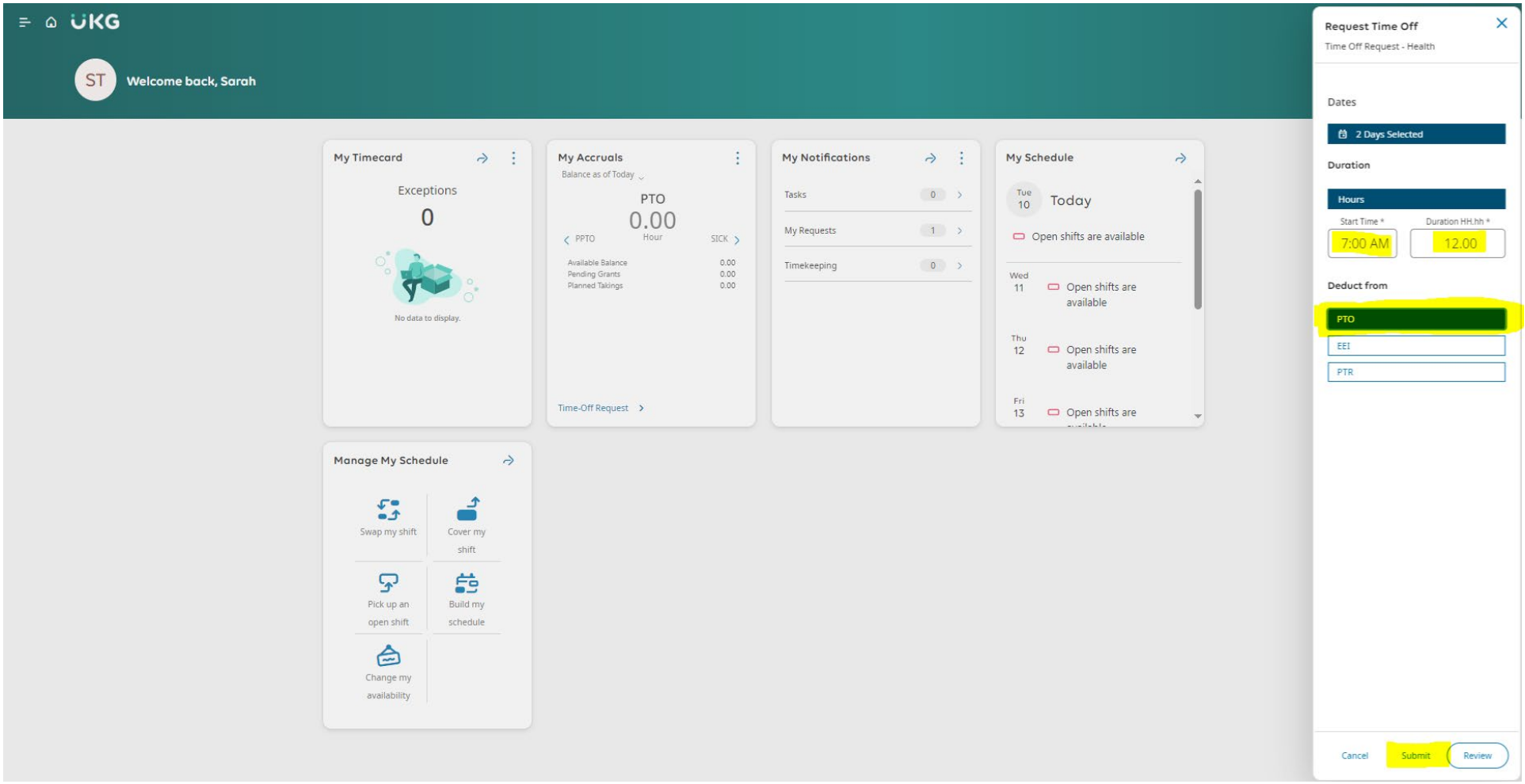


OR

- **Navigation: Home page > Main Menu > My Information > My Calendar**
- Select the New Requests icon and then **Time Off** from the drop-down menu.



1. Select dates from the calendar.
    a. To select more than one day, select the days.
    b. To remove days from the selection, deselect the selected days.
2. Select **Apply**.
3. Hours
    a. For **Start Time**, enter the start time of your regular shift.
    b. For **Duration**, enter the number of hours for your regular shift (8.0,12.0...etc.).
4. At Deduct From, select the pay code for the time off.
5. Select **Review**.
6. Select **Submit.**



****If you do not have sufficient PTO to cover the requested time off, you will receive an error message and will not be allowed to continue.****

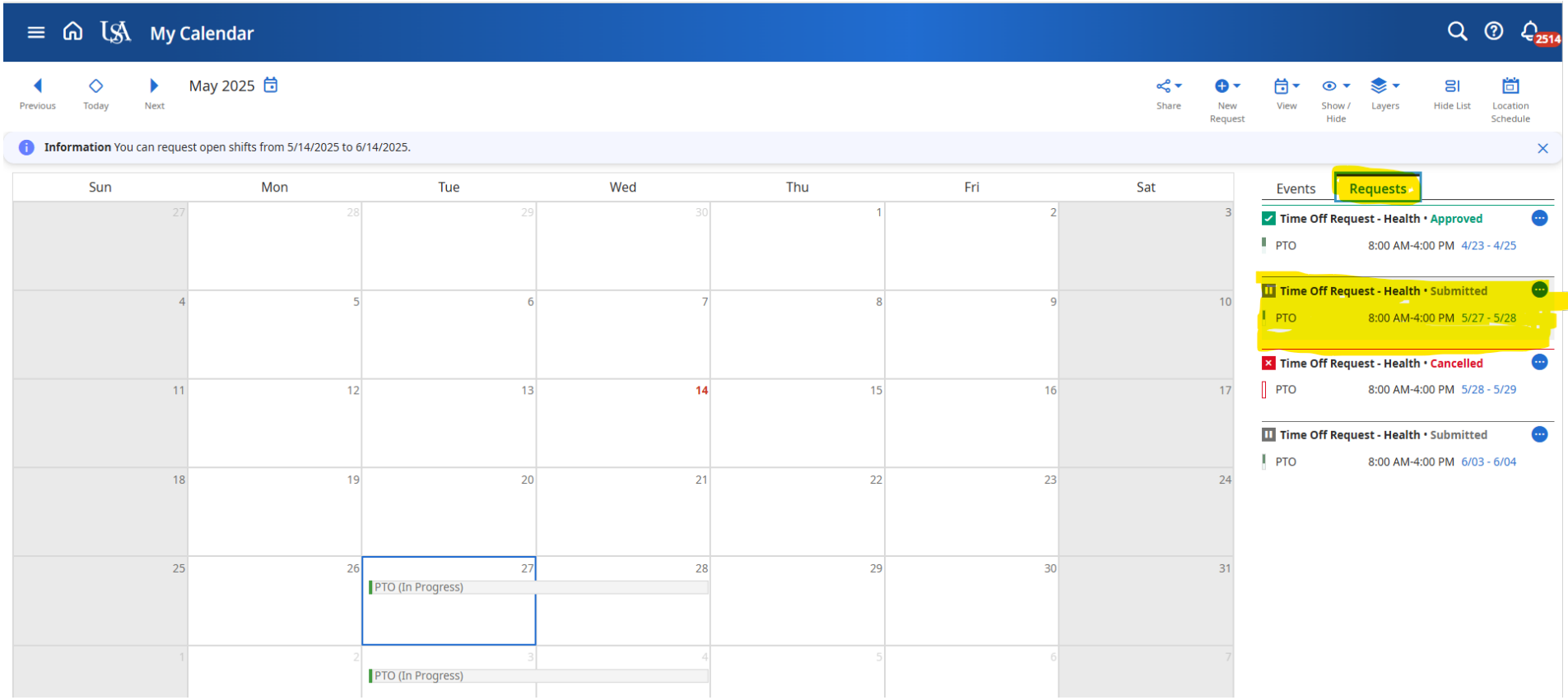
Time-off Request Cancellations

- When requested time off is no longer needed or needs to be rescheduled, employees can cancel those time-off requests.
- Employees submit cancellation requests to nullify the previously submitted or approved time off.

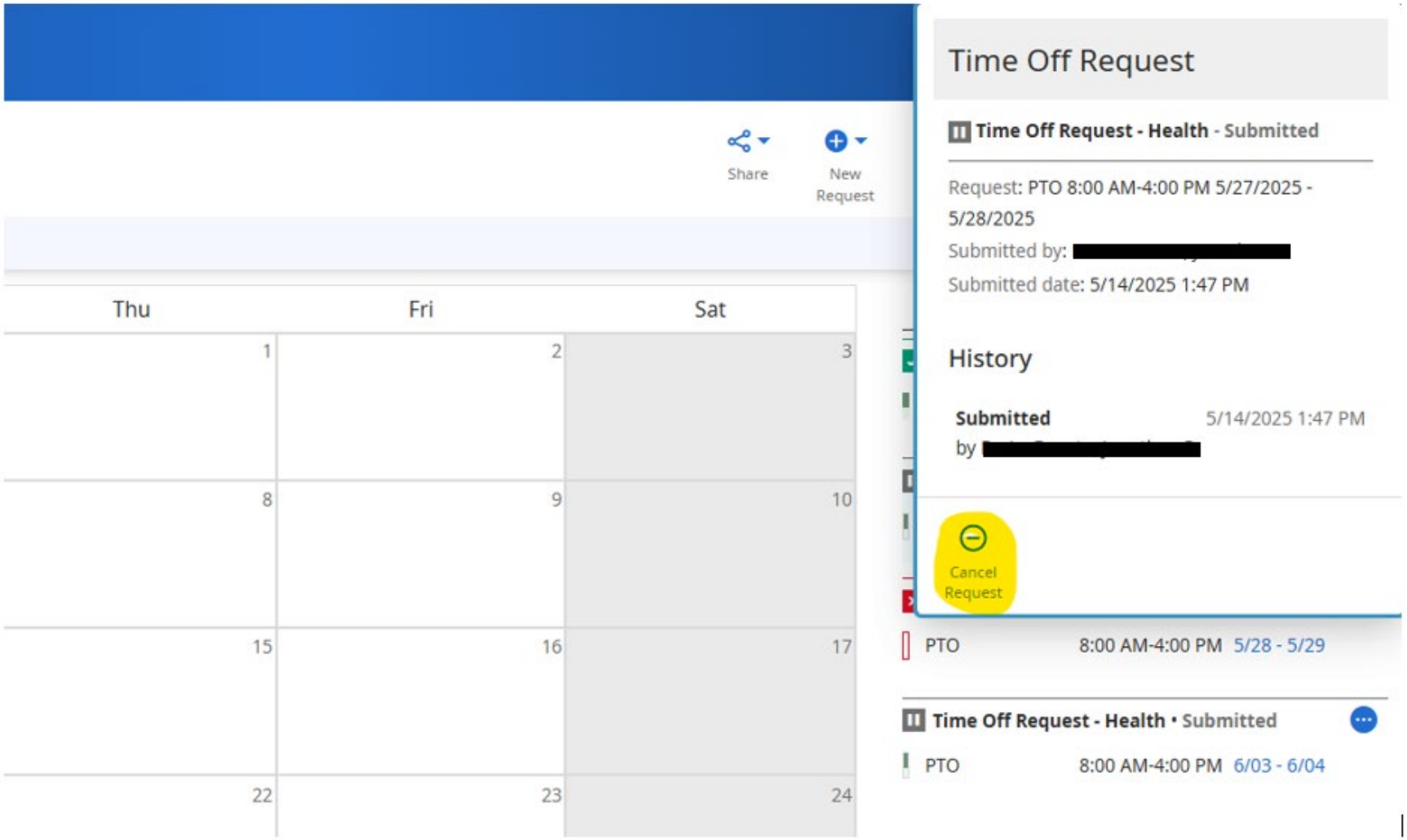
Note Employees can only cancel their own submitted or approved time-off requests.

How to Cancel a Time Off from My Calendar

- Employees can cancel time off from the calendar.
- **Navigation: Main Menu > My Information > My Calendar > Requests tab**



1. In the Requests tab, select the time-off request that you want to cancel.
2. Select **More**.
3. Select **Cancel Request**.

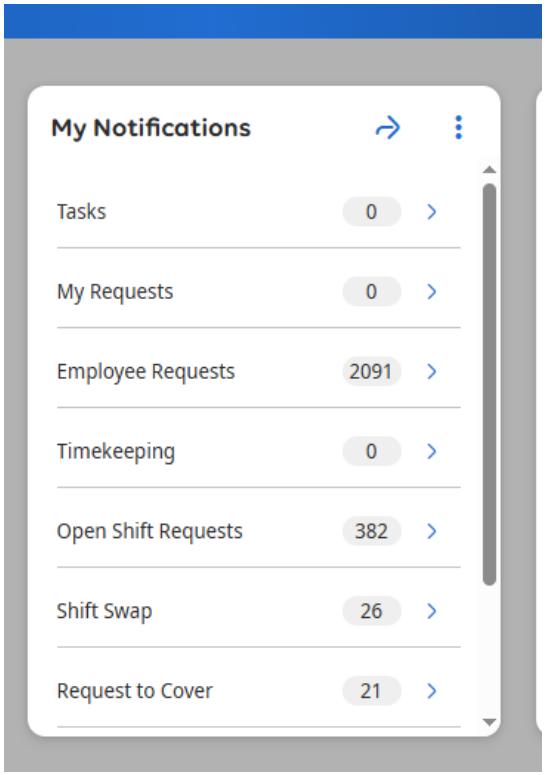


Important Cancellation is immediate; you are not prompted to confirm.

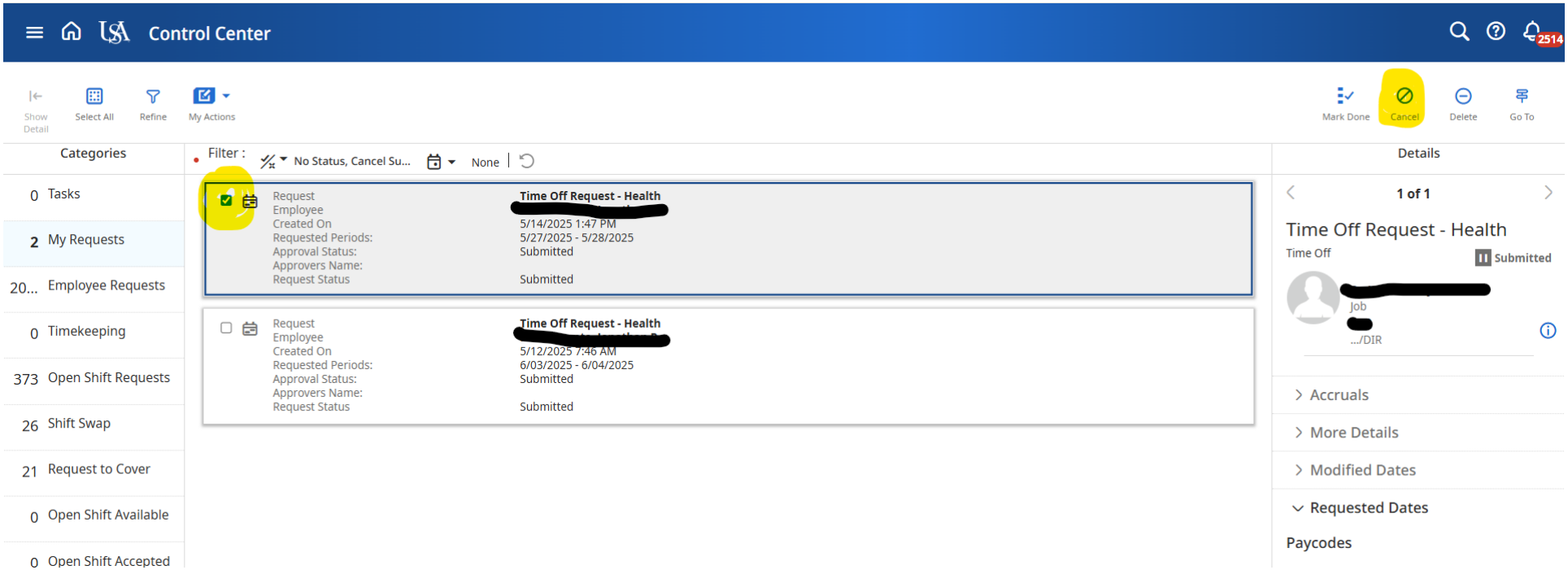
How to Cancel a Time Off from My Notifications

- Employees can submit time-off cancellations from the Notifications tile on their home page.
- **Navigation: UKG Dimensions**

1. On the Home page, from the **My Notifications** tile, select **My Requests**.



2. Select a request.
3. Select **Cancel**.



4. Select **Cancel Request**.

Important cancellation is immediate; you are not prompted to confirm.

5. Select **Done**.