



Cancel Requests

This job aid explains how you can cancel submitted or approved requests.

About Requests

- **Only for time-off requests**, you can cancel your submitted or approved requests.
- **For swap requests**, you cannot cancel. Instead submit a new request that reverses the original request with the same employee.

Cancel from My Calendar

1. Click **Main Menu > My Information > My Calendar > the Requests** tab.
2. Select a request.
3. Click **More**.
4. Click **Cancel Request**.

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

- Submitted requests become Cancel Submitted.
- Approved requests become Cancel Approved.

Cancel from My Notifications

1. Click **Home > Main Menu**.
2. In **My Notifications**, click **My Requests**.
3. Select a request.
4. Click **Cancel**.
5. (Optional) Enter comments and notes.
6. Click **Cancel Request**.
7. **Important:** Cancellation is immediate; you are not prompted to confirm.
 - a. Submitted requests become Cancel Submitted.
 - b. Approved requests become Cancel Approved.
8. Click **Done**.

