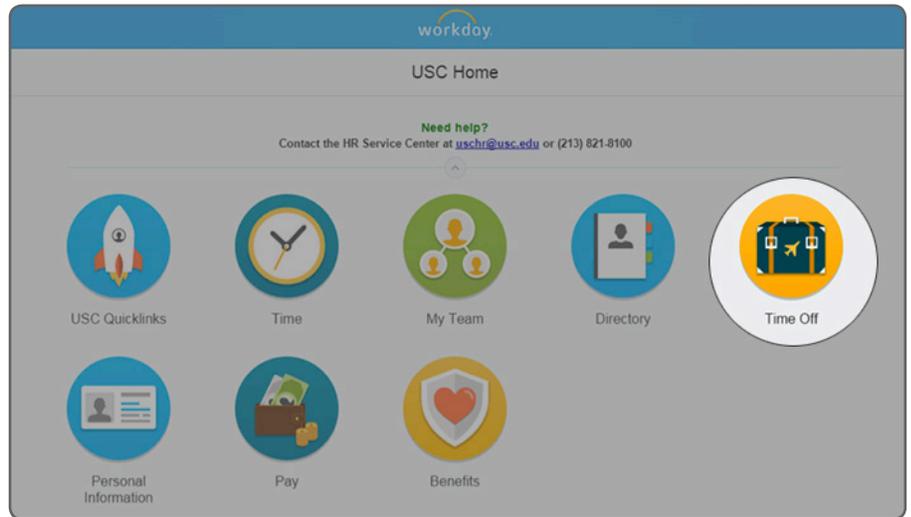
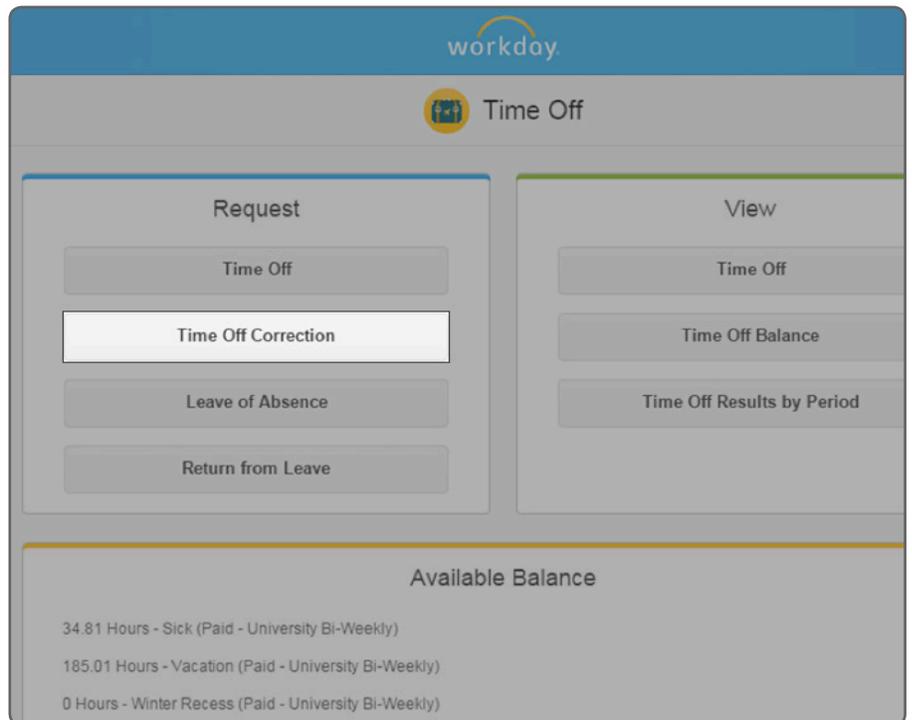


# Canceling a submitted and unapproved time off request

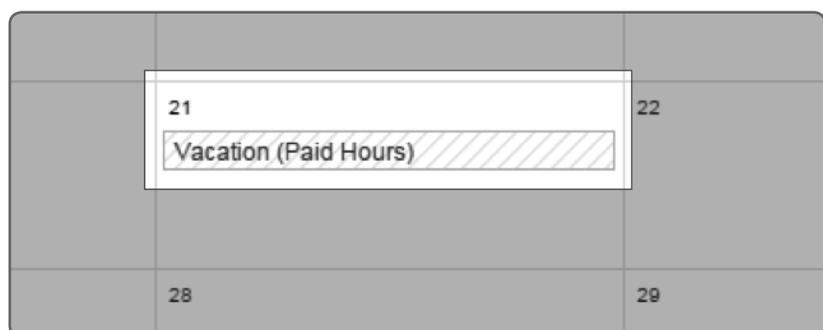
From your Workday Home page, click on the **Time Off** icon



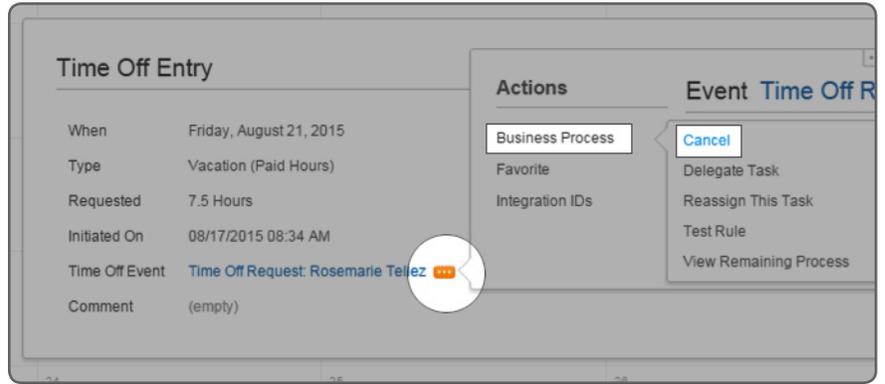
Under the Request box, select the **Time Off Correction** option



Click on the request that you want to cancel



From the pop-up box, hover over the Time Off Event to reveal the **related action button**, select **Business Process** and then select **Cancel**



Enter your comments and click on the **Submit** button

Date	Day of the Week	Type
08/21/2015	Friday	Vacation (Paid Hours)

Did not take the time off

