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

woi	rkday.
۲ 🧰	lime Off
Request	View
Time Off	Time Off
Time Off Correction	Time Off Balance
Leave of Absence	Time Off Results by Period
Return from Leave	
Availabl	le Balance
34.81 Hours - Sick (Paid - University Bi-Weekly)	
185.01 Hours - Vacation (Paid - University Bi-Weekly)	
0 Hours - Winter Recess (Paid - University Bi-Weekly)	

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**

	ind y	Actions	Event Time O
When	Friday, August 21, 2015	Business Process	Cancel
Туре	Vacation (Paid Hours)	Favorite	Delegate Task
Requested	7.5 Hours	Integration IDs	Reassign This Task
Initiated On	08/17/2015 08:34 AM		Test Rule
Time Off Event	Time Off Request: Rosemarie Tellez 🧰	▶<)	View Remaining Proces
Comment	(empty)	9	

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

ate	Day of the Week	Туре
8/21/2015	Friday	Vacation (Paid Hours)
Did a statute i	the time off	

