

CANCEL A TIME OFF REQUEST

Submitted time off requests that have not yet been approved can be canceled.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Click the time off entry on the calendar.
3. Click **Cancel this Request**.

The screenshot shows the 'Absence Calendar' for Brian Kaplan. A 'Details' modal is open over a calendar grid. The modal contains the following information:

- When:** Monday, August 19, 2019 - Wednesday, August 21, 2019
- Type:** Vacation (Hours)
- Requested:** 24 Hours
- Initiated On:** 08/15/2019 04:08 PM
- Absence Event:** Absence Request: Brian Kaplan
- Comment:** (empty)

The 'Cancel this Request' button is highlighted with a red box. The background calendar shows a grid with dates from Sunday, August 18 to Saturday, August 24. A 'Vacation (Hours)' bar is visible for August 19-21.

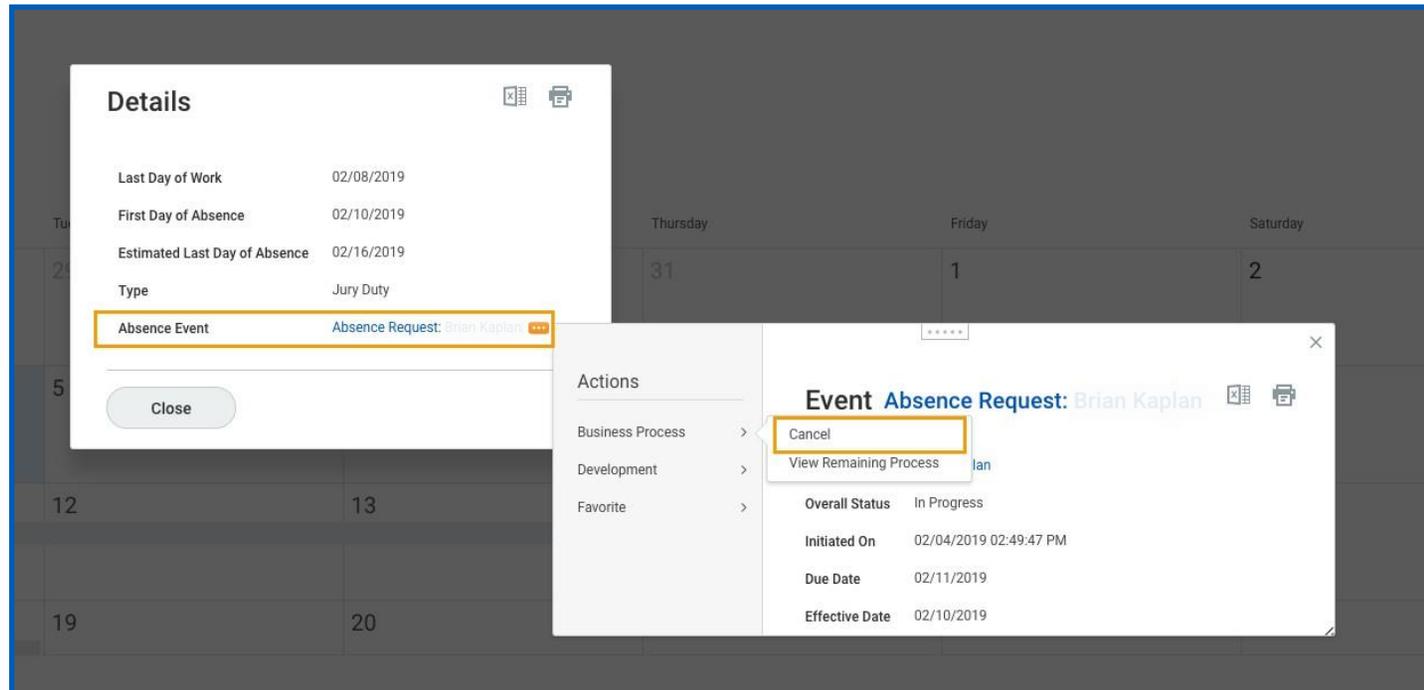
4. Enter a **Comment**. Commenting is required for a cancelation.
5. Click **Submit**, then **Done**. No approval is required.

CANCEL A SUBMITTED LEAVE OF ABSENCE REQUEST

You can cancel leave of absence requests that have been submitted but not yet approved.

From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. Click the leave of absence entry on the calendar.
3. Click the Absence Event's **Related Actions**.



4. Click **Business Process > Cancel**.
5. Enter a comment. Commenting is required for a cancellation.
6. Click **Submit**, then **Done**. No approval is required.



Note: As shown, the user experience to cancel an absence request is different from a time off request when initiated from the absence calendar. It is also possible to cancel both time off and leave of absence requests in the same manner. From your Inbox Archive tab, access the absence request and click Cancel to initiate the cancellation. The Archive tab only includes absence requests completed within the last 30 days.

CORRECT PREVIOUSLY APPROVED TIME OFF REQUESTS

From the Absence application:

1. Click **Request Absence** or **Correct My Absence** to access the unified absence calendar.
2. Click the time off entry on the calendar.
3. Select the days you want to correct or click the **Remove Row** icon to remove the days.
4. In the Type field, enter the type of time off.
5. Enter an adjustment to requested hours in the Quantity per Day field.

Correct Absence Brian Kaplan [Actions](#)

Total
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All 0 selected

Correct 3 items ⌵

⊖	<input type="checkbox"/>	Monday, September 17, 2018	Vacation (Hours)	8 Hours	▲
⊖	<input type="checkbox"/>	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours	
⊖	<input type="checkbox"/>	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours	▼

Type

Quantity per Day

Unit of Time (empty)

Comment

The screenshot shows a form interface for managing an absence request. At the top left, there is a circular profile picture placeholder. To its right is a text input field with the placeholder text "enter your comment". Below this is a section titled "Additional Information" containing a "Related Links" section with a blue hyperlink labeled "Absence Policy Document". Underneath is an "Attachments" section with a dashed border, containing the text "Drop files here", a small "or" button, and a "Select files" button. At the bottom of the form are two buttons: an orange "Submit" button and a grey "Cancel" button.

6. Click **Submit**

STILL HAVE QUESTIONS ABOUT WORKDAY

For additional support and questions about Workday please contact your agency HR Practitioner.