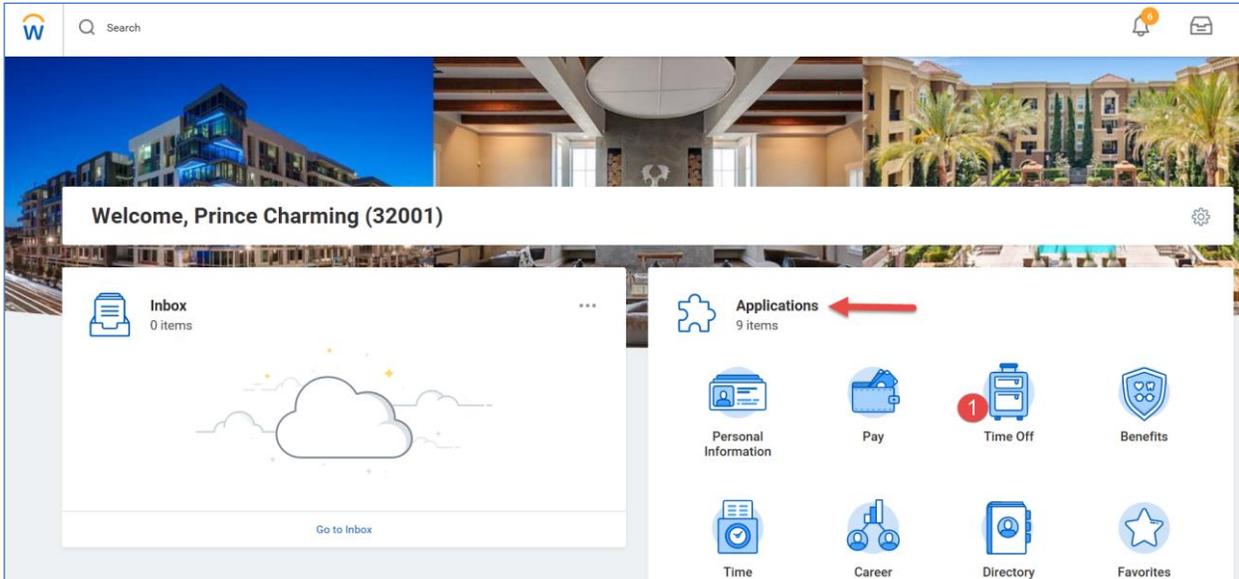


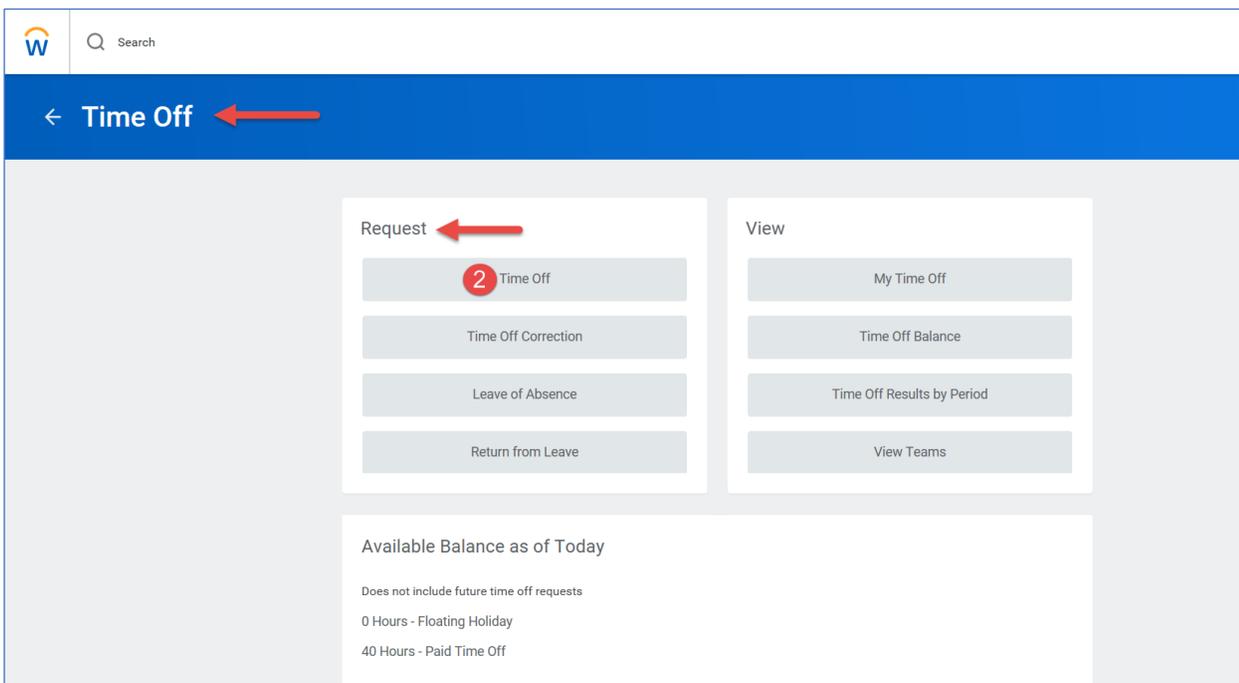


1. To cancel a time off request, select the **Workday** icon on OKTA. On the Workday homepage, select **Time Off** from **Applications**.



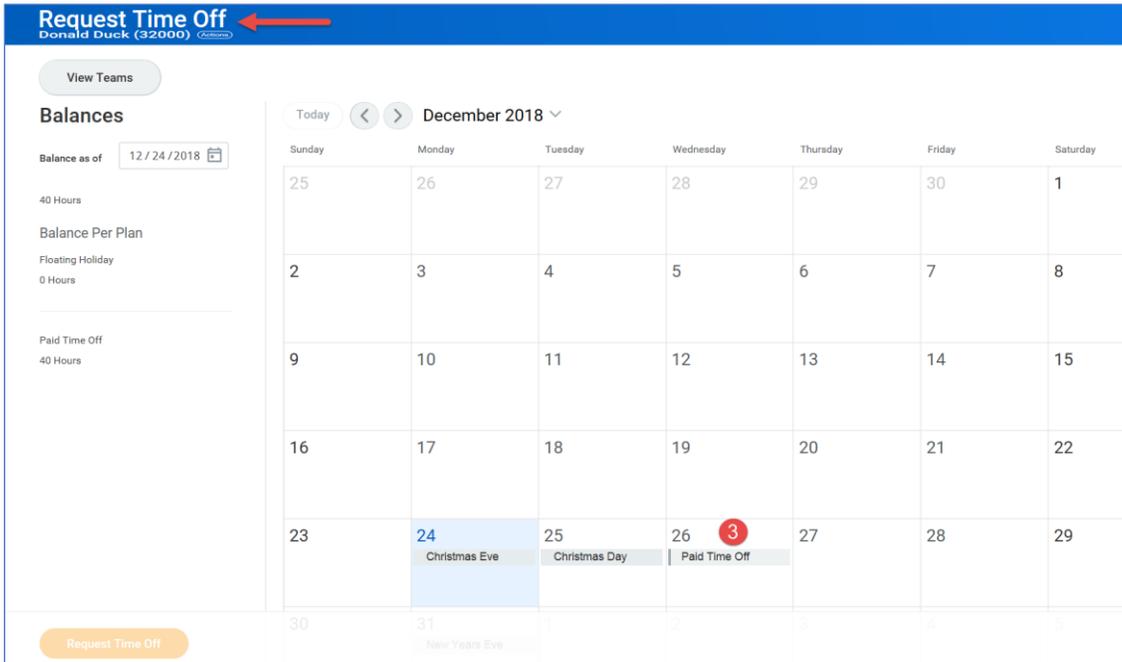
You'll be directed to the **Time Off** screen.

2. Select **Time Off** under the **Request** section.



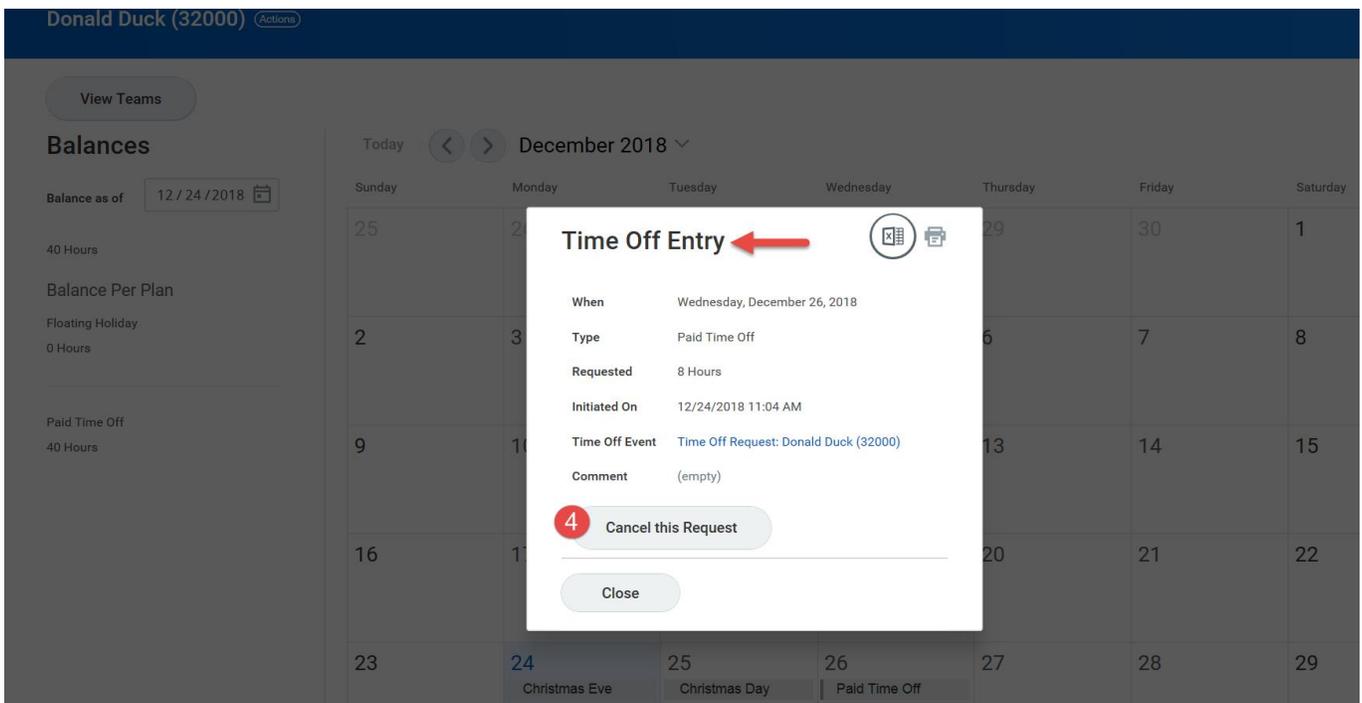
## Workday – Cancel Time Off Request

3. On the **Request Time Off** screen, click on the **Paid Time Off** date you want to cancel.



**Note:** If your time off request has not been approved, the **Time Off Entry** popup window will be displayed.

4. Click the **Cancel this Request** button.



## Workday – Cancel Time Off Request

Review your time off request information on the **Cancel Business Process** screen:

5. Enter the reason for canceling the time off request in the comments field. **Please note that it's required to enter a comment.**
6. Click the **Submit** button.

**Cancel Business Process** Time Off Request: Donald Duck (32000) **Actions**

For: Donald Duck (32000)  
Overall Process: Time Off Request: Donald Duck (32000)  
Overall Status: **In Progress**  
Due Date: 12/26/2018

Details

1 Item

Date	Day of the Week	Type	Requested	Unit of Time
12/26/2018	Wednesday	Paid Time Off	8	Hours

Mandatory Training Scheduled on 12/26 **5**

**Process History**

- Donald Duck (32000)** – Due 12/26/2018  
Request Time Off – Step Completed
- Mickey Mouse (31998)** – Due 12/26/2018  
Approval by Manager – Awaiting Action

**6** **Submit** **Cancel**

7. Click the **Done** button on the **Event Canceled** screen to complete the process.

**Request Time Off**  
Donald Duck (32000) **Actions**

View Teams

**Balances**

Balance as of: 12/24/2018

40 Hours

Balance Per Plan

Floating Holiday: 0 Hours

Paid Time Off: 40 Hours

**Event Canceled** Time Off Request: Donald Duck (32000) **Actions**

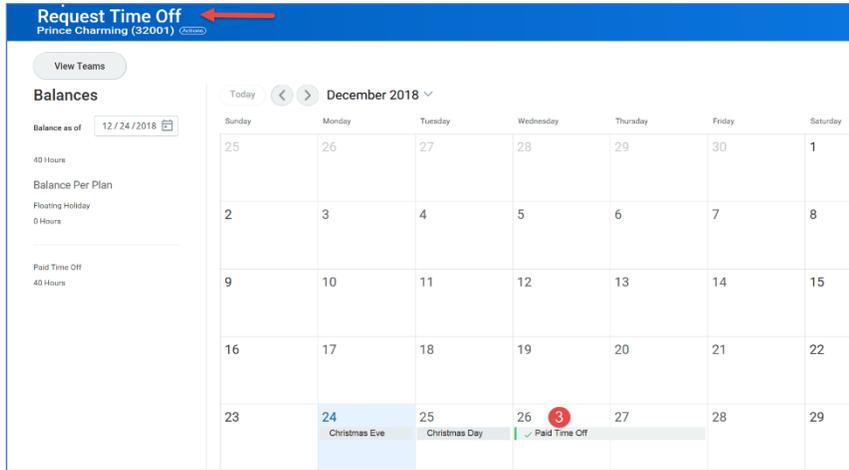
Process Canceled

**7** **Done**

## Workday – Cancel Time Off Request

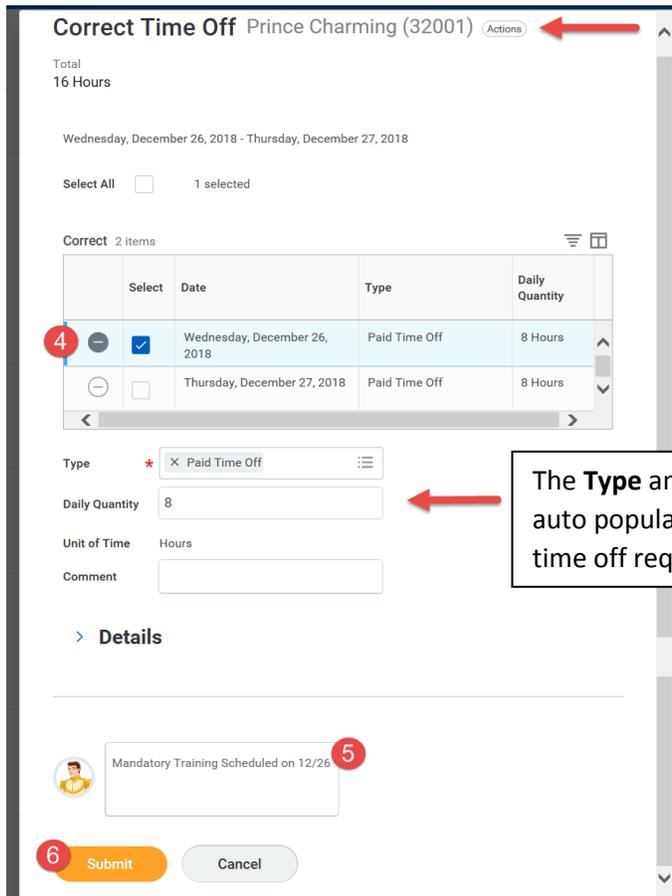
**Note:** If your time off request has been approved, you'll notice a green check mark with the approved time off request.

3. Click on the **Paid Time Off** date you want to cancel.



The **Correct Time Off** popup window will be displayed.

4. Select the time off request you want to cancel and click the delete icon.
5. Enter the reason for canceling the time off request. Please be advised that it's required to enter a comment.
6. Click the **Submit** button.



The **Type** and **Daily Quantity** fields auto populate when you select a time off request for cancellation.

7. The cancellation request will be forwarded to your manager for an approval.