

LEAVE MANAGEMENT – CANCEL APPROVED REQUEST

Cancel a leave request is where employees can request to cancel previously approved time off using Employee Self Service (ESS) or Mobile and a supervisor/manager can approve or deny the cancel time off request.

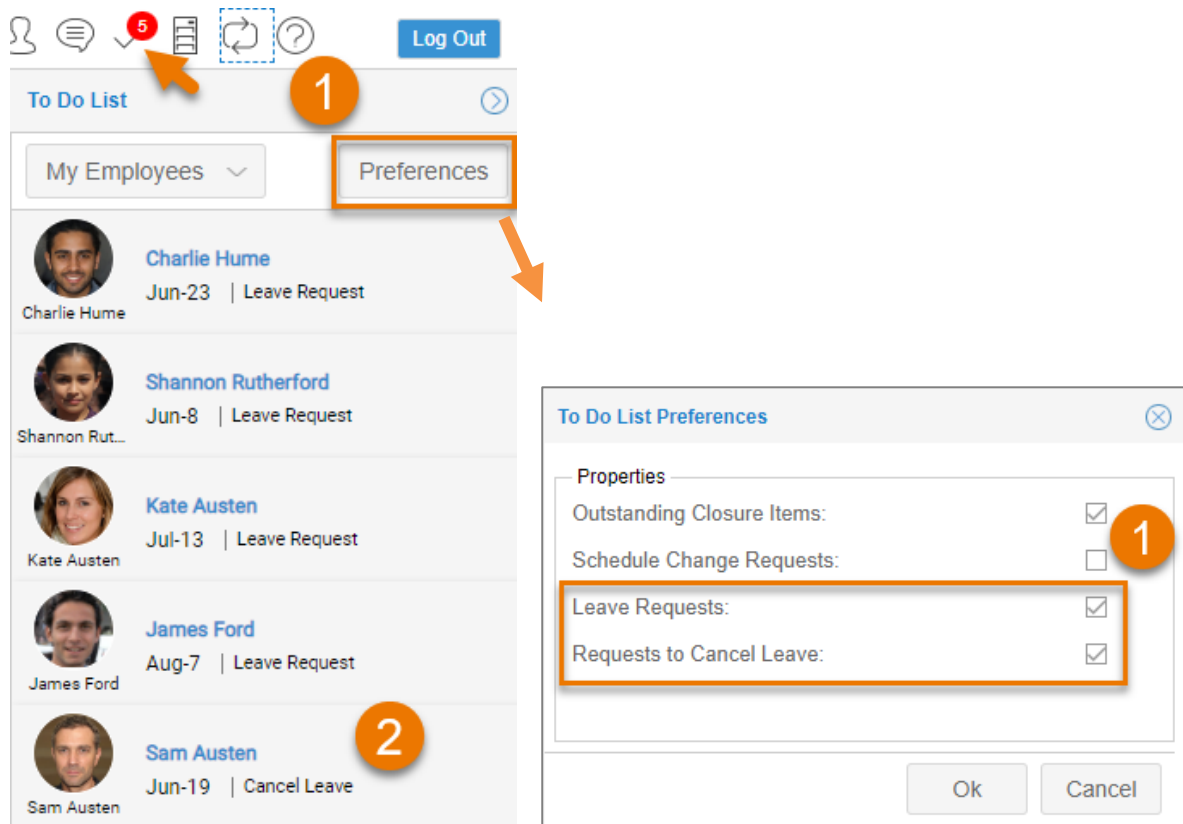
OPTIONS TO MANAGE CANCEL REQUEST

There are two different tools Attendance on Demand provides to manage cancel leave requests. The **To-Do-List** and the **Canceled Leave Requests** menu item.

THE TO-DO-LIST

The To-Do-List can include all open leave requests.

1. Confirm **Request to Cancel Leave** is enabled in the “To-Do-List” Preference button. Any employee with an open request, including cancel request, will show on the list with their name highlighted in blue.



The screenshot shows the 'To Do List' interface. At the top, there are navigation icons and a 'Log Out' button. Below the navigation is a 'To Do List' header with a 'Preferences' button highlighted by a red box and a '1' in a red circle. Below the header is a list of employees with their names highlighted in blue. The list includes Charlie Hume (Jun-23 | Leave Request), Shannon Rutherford (Jun-8 | Leave Request), Kate Austen (Jul-13 | Leave Request), James Ford (Aug-7 | Leave Request), and Sam Austen (Jun-19 | Cancel Leave). A '2' in a red circle is placed over the bottom of the list. To the right, the 'To Do List Preferences' dialog is shown. It has a 'Properties' section with four checkboxes: 'Outstanding Closure Items' (checked), 'Schedule Change Requests' (unchecked), 'Leave Requests' (checked), and 'Requests to Cancel Leave' (checked). The 'Leave Requests' and 'Requests to Cancel Leave' checkboxes are highlighted with a red box and a '1' in a red circle. At the bottom of the dialog are 'Ok' and 'Cancel' buttons.

2. To address the cancel request, simply click on the employee and you will be brought to the Cancel Leave Management screen.

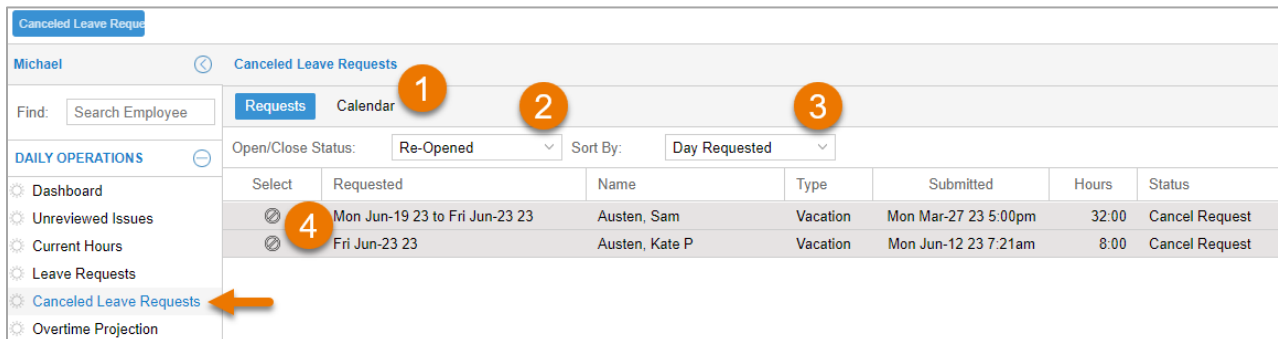
CANCELED LEAVE REQUESTS MENU ITEM



The most common tool is the **Canceled Leave Requests** menu item. It is usually located under the Daily Operations Group. It displays a list of your employees with open requests.


1. You can show the cancel requests in a **Request** list or **Calendar** format. The most common view is the Request or List view.

The Request (list) view shows.

- The day or days requested to be canceled
- Employee's name
- Type of time requested
- When the cancel request was made
- How many hours requested
- Status of the request
- Note the employee entered during the request.



Select	Requested	Name	Type	Submitted	Hours	Status
	Mon Jun-19 23 to Fri Jun-23 23	Austen, Sam	Vacation	Mon Mar-27 23 5:00pm	32:00	Cancel Request
	Fri Jun-23 23	Austen, Kate P	Vacation	Mon Jun-12 23 7:21am	8:00	Cancel Request

2. You can review other requests that are not in open status, by choosing the Open/Close Status and selecting a different status. Defaults to **Re-Opened** to show Cancel Requests.
3. The default sort is by day the employee requested. You can change by clicking on the drop down and choosing a different sort.
4. To address the cancel request, simply click on the  and you will be brought to the Cancel Leave Management screen.



CANCEL LEAVE MANAGEMENT SCREEN

The Cancel Leave Management Screen will show important information to help the users make the right decision.

CANCEL LEAVE REQUEST DETAIL

The top part of the screen shows basic information about the employee and details of the employee's request.

Austen, Kate P							
Last Name	First Name	ID	Badge	Location	Department	Job	Hired
Austen	Kate	1000	1000	Detroit	Production	Main Press	Mon Jul-05 10
<input type="button" value="Revoke Approved Leave"/> <input type="button" value="Deny Request"/>							
Request to Cancel							
<input type="text" value="Vacation 8:00"/>		47th request in last 1 Yr; 46 were previously approved					
Sufficient Balance (126:00)		Submitted on Mon Jun-12 23 7:21a 6 Days from now					
Fri Jun-23 23, 17 Days from now							

Request Details


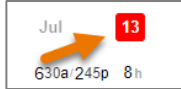

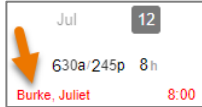
Field	Description
Current Status (Bold)	Show status of Request to Cancel
Type and Hours Requested	Boxed indicating type and number of hours requested to cancel. Users can view benefit activity by clicking on Accrual Balances . <i>Example: Vacation 8:00</i>
Number of Requests	How many requests the employee has had in the last year and their status. Users can view request history by clicking on Time Off Request History .
Notes	Notes the employee entered during the request.
Sufficient Benefits	Indicates if the employee's current benefit balance
Submitted	When the cancel request was submitted
Days From Now	How far in the future the request is from today.

CALENDAR DETAIL

The bottom part of the screen shows a calendar view of the employee schedule and other information.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Jun 11 Mullens, Ray J 8:00	Jun 12 630a/245p 8h Hume, Desmond J 8:00 Mullens, Ray J 8:00 Rutherford, Shan... 1:00	Jun 13 630a/245p 8h Hume, Desmond J 8:00 Mullens, Ray J 8:00	Jun 14 630a/245p 8h Hume, Desmond J 8:00 Mullens, Ray J 8:00 Widmore, Penelope 8:00	Jun 15 630a/145p 7h Vacation 1h Carlson, Rachel P 8:00 Fernandez, Nikki 4:00 Hume, Desmond J 8:00 Linus, Roger 8:00 Mullens, Ray J 8:00 Radzinsky, Stuart J 4:00	Jun 16 630a/245p 8h Carlson, Rachel P 8:00 Hume, Desmond J 8:00 Linus, Roger 8:00 Reyes, Hugo J 1:00 Rutherford, Shan... 1:00 Susie, Lazenby 8:00
Jun 18	Jun 19 630a/245p 8h Callis, Kevin 8:00 Kwon, Ji 8:00 Rom, Ethan M 8:00	Jun 20 630a/245p 8h Callis, Kevin 8:00 Radzinsky, Stuart J 4:00 Rom, Ethan M 8:00	Jun 21 630a/245p 8h Callis, Kevin 8:00 Chandler, Cindy M 8:00 Mars, Edward H 4:00 Radzinsky, Stuart J 8:00 Reyes, Hugo J 1:00 Rom, Ethan M 8:00 Smith, Elizabeth P 8:00 Widmore, Penelope 4:00	Jun 22	Jun 23 Vacation 8h Austen, Sam 8:00 Brennan, Tom H 8:00 Callis, Kevin 8:00 Carlson, Rachel P 8:00 Friendly, Tom M 8:00 Hume, Desmond J 8:00 Klugh, Bea 8:00 Kwon, Ji 8:00 Kwon, Jin-Soo 8:00 Littleton, Aaron O 8:00 Mars, Edward H 8:00 Radzinsky, Stuart J 8:00
Accrual Balances Time Off Request History					

The calendar will show the following:

Information	Sample
Current Schedules for the employee that is requesting to cancel time off.	
The day or days the employee is requesting to cancel previously approved time off highlighted in red.	
List any employees that already have time off approved in green.	
List any employees that have an open time off request in red.	

CANCEL LEAVE MANAGEMENT ACTIONS

Users have two options available.

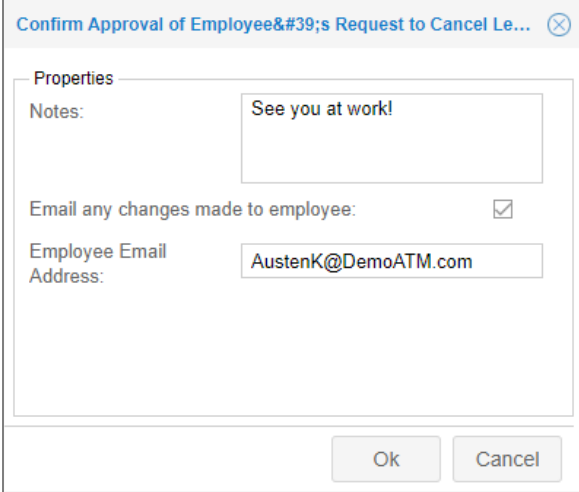
Revoke Approved Leave	Deny Request
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REVOKE APPROVE LEAVE

To Approve the employee's cancel request

1. Click on the REVOKE APPROVE LEAVE button.
2. Enter any additional notes
3. Confirm if you want an approval emailed to the employee. Must have an email address.

NOTE: The notes entered in this screen can be viewed by the employee



Confirm Approval of Employee's Request to Cancel Leave

Properties

Notes: See you at work!

Email any changes made to employee:

Employee Email Address: AustenK@DemoATM.com

Ok Cancel

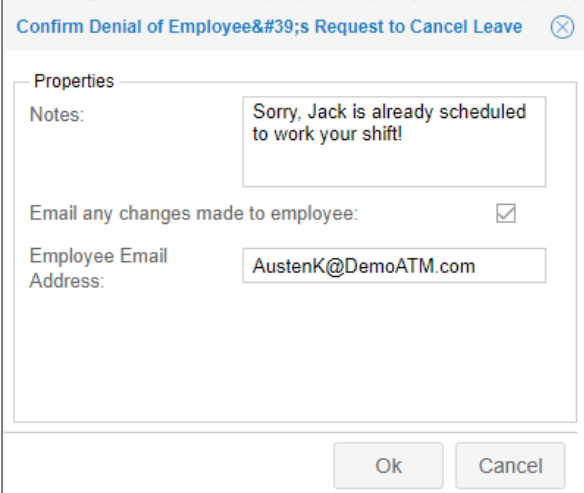
Once approved, the request will change to closed status, send the confirmation email, and automatically change the employee's scheduled time off to their previous assigned work schedule.

DENY REQUEST TO CANCEL

To Deny the employee's cancel request

1. Click on the DENY REQUEST button.
2. Enter any additional notes
3. Confirm if you want a denial emailed to the employee. Must have an email address.

NOTE: The notes entered in this screen can be viewed by the employee



Confirm Denial of Employee's Request to Cancel Leave

Properties

Notes: Sorry, Jack is already scheduled to work your shift!

Email any changes made to employee:

Employee Email Address: AustenK@DemoATM.com

Ok Cancel

Once Denied, the request will change to closed status and send the confirmation email. No schedules will be changed, and employee will remain off on day requested to cancel.