



Delt Employee Mini Guide

Employee Cancel Leave Request

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1. Overview

For one reason or another, leave booked or requested by employees may need to be cancelled. Submitted leave requests may be cancelled both by an employee and a manager.

This document outlines how:

- Employees cancel leave requests in the following scenarios
 - Unprocessed requests i.e. pending manager's approval
 - Approved requests – future request
 - Approved requests - historical request

2. How to Complete the Scenario

2.1. Employee Cancelling Leave Request

Note:

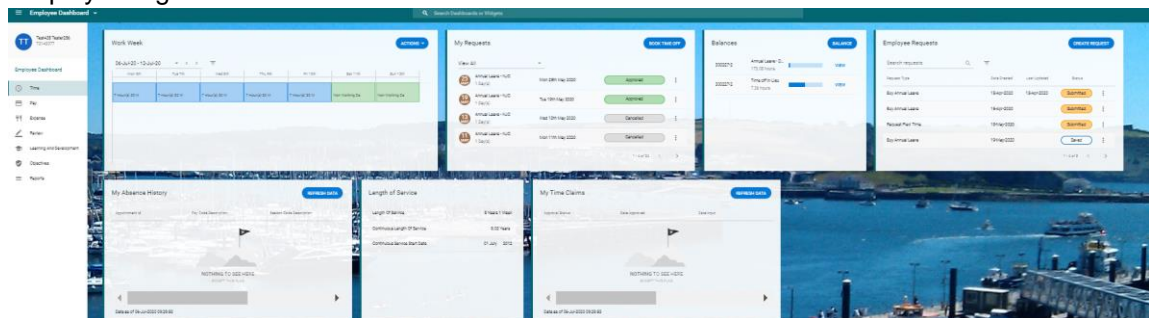
Historical approved requests cannot be amended via Employee Dashboard

It is **not possible** for an employee to cancel an approved Historical Absence/Leave Request. This needs to be completed by the line manager.

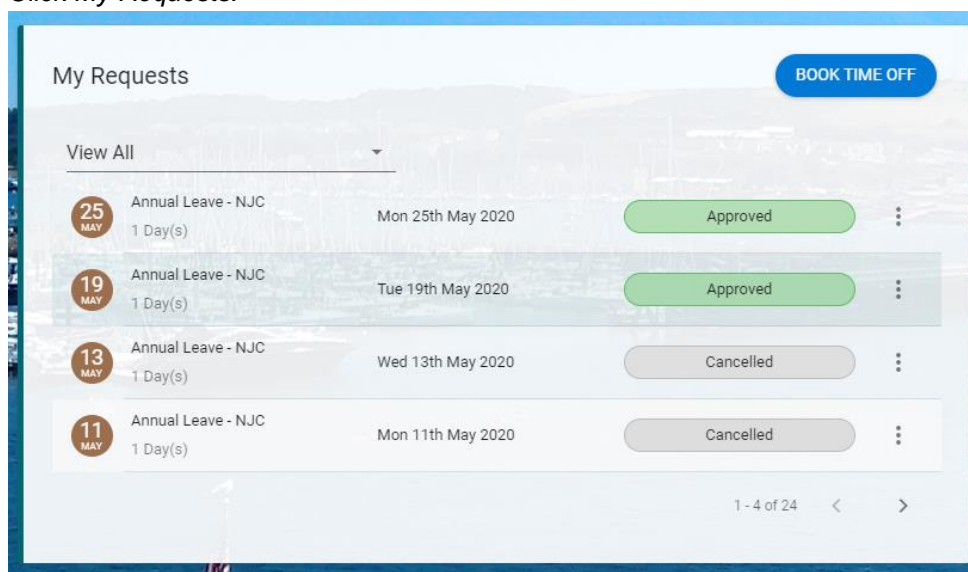
2.1.1. Steps to Complete – View My Requests

Login to the Employee Dashboard

1. Employee logs on to CorePortal.



2. Click *My Requests*.



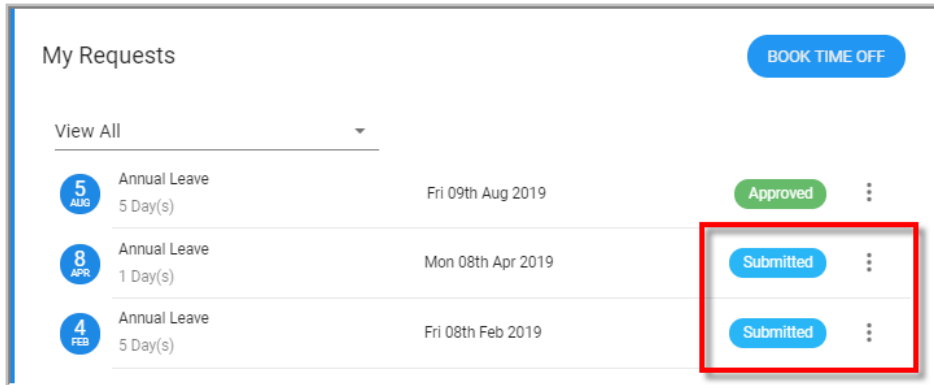
3. Employee Dashboard opens and the *My Requests* widget displays.

2.1.2. Steps to Complete – Cancelling an Unprocessed Leave Request

Cancel Leave Request – Unprocessed, Pending Managers Approval

Employee wishes to cancel a submitted leave request that is yet to be actioned by a manager.

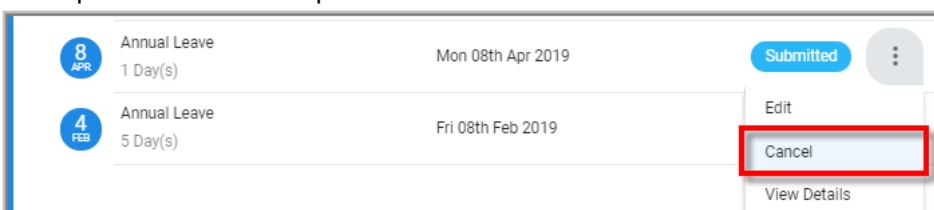
1. View the leave request that is to be cancelled on the *My Requests* widget. Unprocessed leave requests will display as “Submitted”



The screenshot shows the 'My Requests' widget with a 'BOOK TIME OFF' button. Below the header, there is a 'View All' dropdown. Three leave requests are listed:

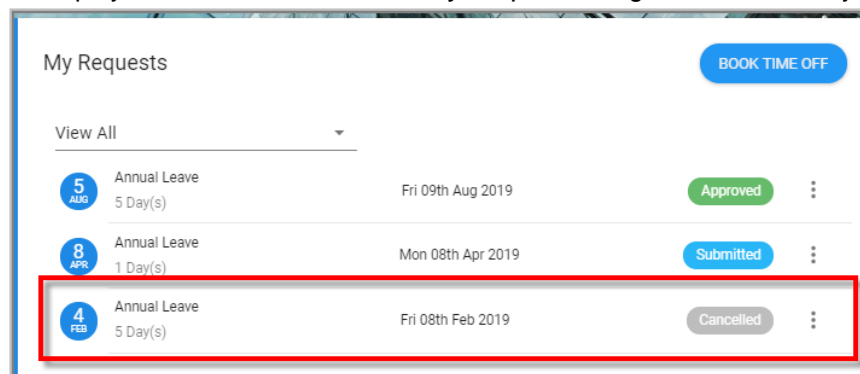
Date	Type	Duration	Date	Status	Actions
5 AUG	Annual Leave	5 Day(s)	Fri 09th Aug 2019	Approved	⋮
8 APR	Annual Leave	1 Day(s)	Mon 08th Apr 2019	Submitted	⋮
4 FEB	Annual Leave	5 Day(s)	Fri 08th Feb 2019	Submitted	⋮

2. Click the ellipsis to view action options.



This close-up shows the details for the 8 APR request. The status is 'Submitted' and there is an ellipsis menu. The menu options are 'Edit', 'Cancel', and 'View Details'. The 'Cancel' option is highlighted with a red box.

3. Click ‘Cancel’.
4. Notification displays to confirm cancellation. *My Requests* widget is automatically updated.



The final screenshot shows the 'My Requests' widget after the cancellation. The 4 FEB request is now marked as 'Cancelled' and is highlighted with a red box.

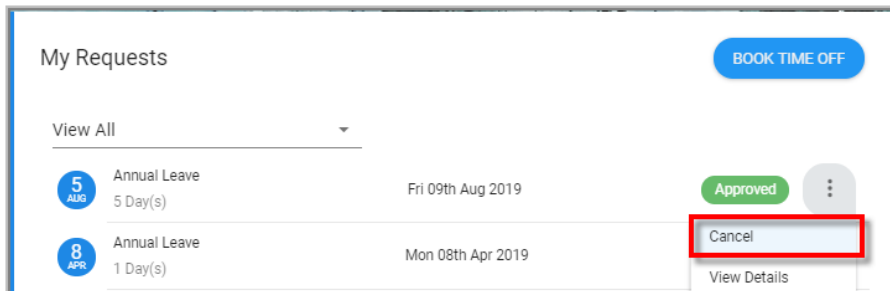
Date	Type	Duration	Date	Status	Actions
5 AUG	Annual Leave	5 Day(s)	Fri 09th Aug 2019	Approved	⋮
8 APR	Annual Leave	1 Day(s)	Mon 08th Apr 2019	Submitted	⋮
4 FEB	Annual Leave	5 Day(s)	Fri 08th Feb 2019	Cancelled	⋮

2.1.3. Steps to Complete – Cancelling an Approved Leave Request (Future Dated)

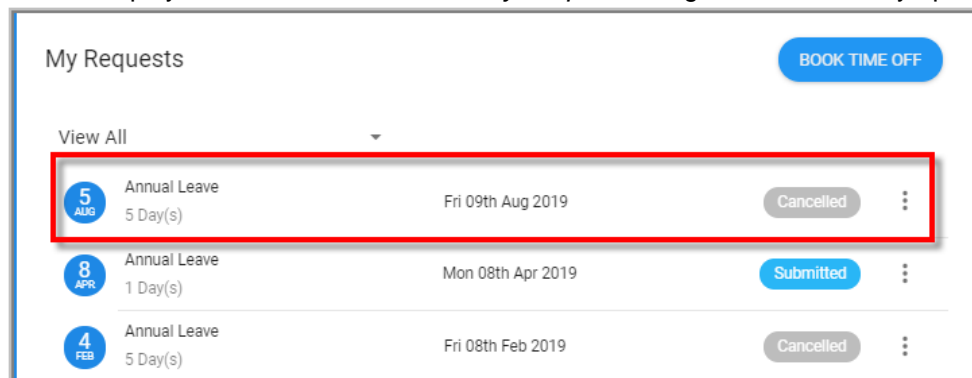
Cancel Leave Request – Approved Future Dated

Employee wishes to cancel a submitted leave request that has been approved by a manager. The submitted dates have yet to occur.

1. View the leave request that is to be cancelled on the *My Requests* widget. Approved leave requests will display as “Approved”
2. Click on Ellipsis button for the date to be cancelled.



3. Click ‘Cancel Request.’
4. Notification displays to confirm cancellation. *My Requests* widget is automatically updated.



2.1.4. Steps to Complete – Cancel an Approved Leave Request (Historical)

Cancel Request - Historical Absence

Employee wishes to cancel a historical Leave Request currently approved by their manager.

My Requests
BOOK TIME OFF

View All ▼

5 <small>5 AUG</small>	Annual Leave 5 Day(s)	Fri 09th Aug 2019	Cancelled	⋮
8 <small>8 APR</small>	Annual Leave 1 Day(s)	Mon 08th Apr 2019	Submitted	⋮
4 <small>4 FEB</small>	Annual Leave 5 Day(s)	Fri 08th Feb 2019	Cancelled	⋮
1 <small>1 JAN</small>	Annual Leave 1 Day(s)	Tue 01st Jan 2019	Approved	⋮

It is **not possible** for an employee to cancel (or amend) an approved Historical Absence/Leave Request. A notification will display to confirm “The start of this absence is in the past, it cannot be cancelled.” The process must be completed by the line manager.

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