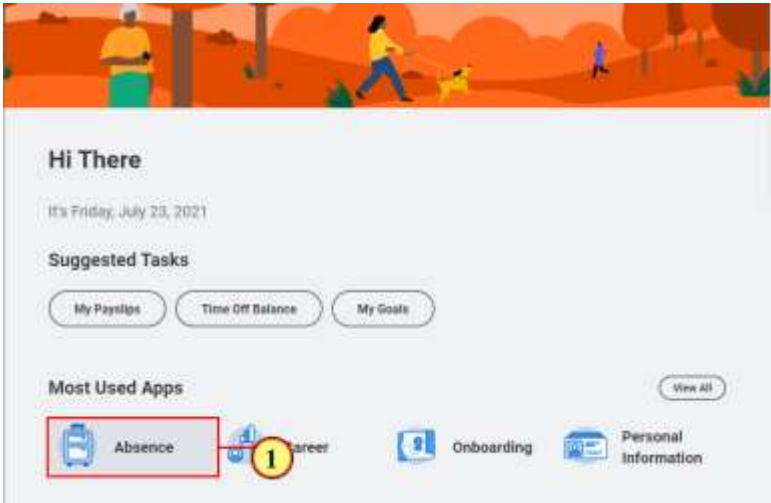
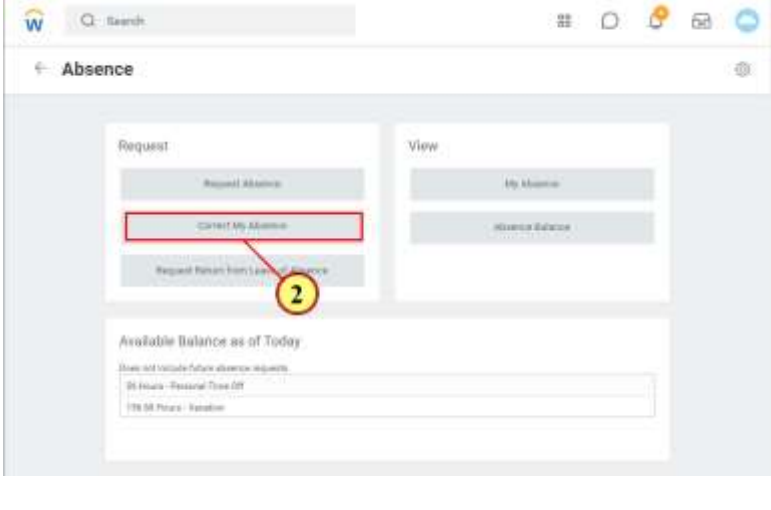

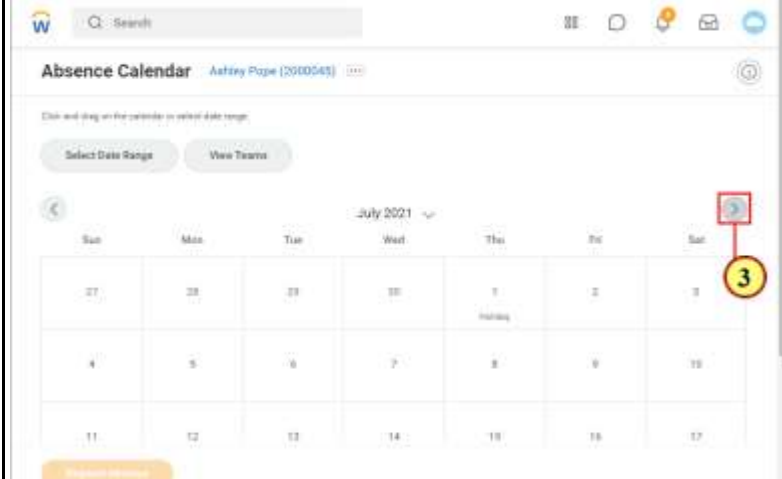


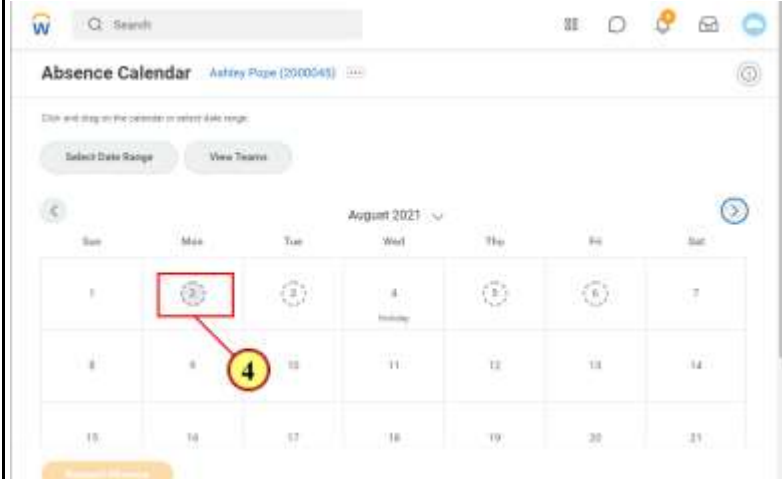
Step-by-Step Procedure

<p data-bbox="120 478 155 520">i</p> <p data-bbox="103 569 509 751">This simulation will show the steps to cancel a submitted time off request in Workday.</p> <p data-bbox="103 869 448 957">1. Click the Absence worklet (app).</p>	 <p data-bbox="574 648 669 674">Hi There</p> <p data-bbox="574 705 734 724">It's Friday, July 23, 2021</p> <p data-bbox="574 751 716 770">Suggested Tasks</p> <p data-bbox="599 804 667 821">My Payslips</p> <p data-bbox="727 804 821 821">Time Off Balance</p> <p data-bbox="878 804 935 821">My Goals</p> <p data-bbox="574 879 709 898">Most Used Apps</p> <p data-bbox="1192 884 1235 898">View All</p> <p data-bbox="574 926 618 974">Absence</p> <p data-bbox="776 926 820 974">Career</p> <p data-bbox="922 926 966 974">Onboarding</p> <p data-bbox="1089 926 1133 974">Personal Information</p>
<p data-bbox="103 1241 440 1329">2. Click Correct My Absence.</p>	 <p data-bbox="553 1094 672 1113">W Search</p> <p data-bbox="553 1144 659 1163">Absence</p> <p data-bbox="643 1224 686 1243">Request</p> <p data-bbox="727 1262 805 1278">Request Absence</p> <p data-bbox="727 1304 821 1320">Correct My Absence</p> <p data-bbox="678 1346 854 1362">Request Return from Leave of Absence</p> <p data-bbox="932 1224 959 1243">View</p> <p data-bbox="1029 1262 1073 1278">My Absence</p> <p data-bbox="1016 1304 1094 1320">Absence Balance</p> <p data-bbox="643 1415 826 1434">Available Balance as of Today</p> <p data-bbox="643 1444 813 1459">Does not include future absence requests</p> <p data-bbox="643 1459 773 1476">24 Hours - Personal Time Off</p> <p data-bbox="643 1482 748 1499">128.00 Hours - Vacation</p>

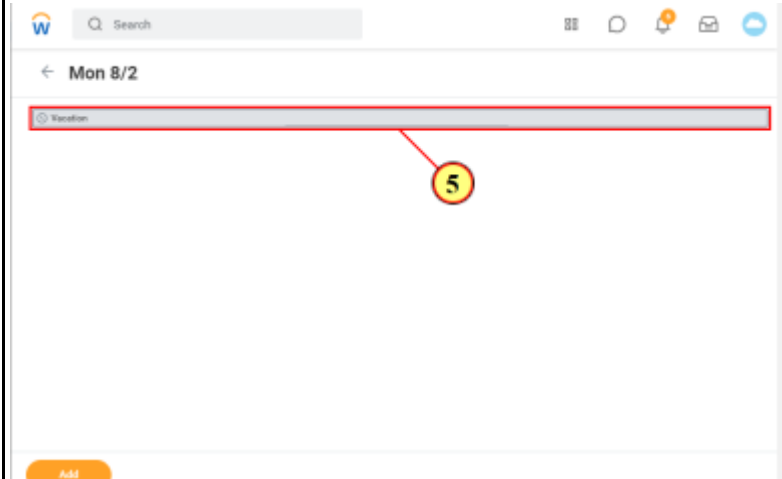
3. Click  to view more months in the **Absence Calendar**.



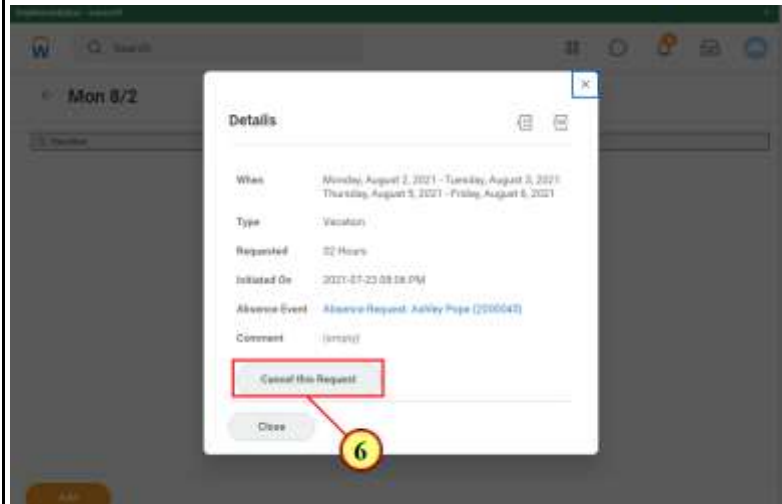
4. Click the **Time Off request** date to view the details. For this example, click **2** to select **2021-08-02**.



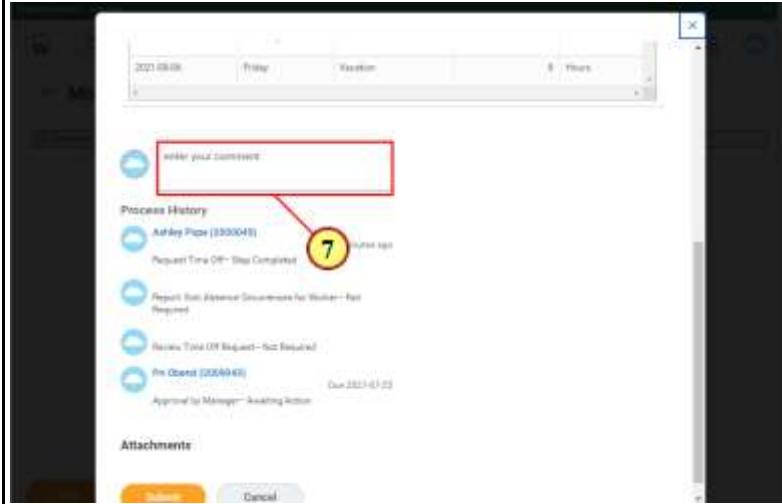
5. Click the time off request to open the details. For this example, click **Vacation**.



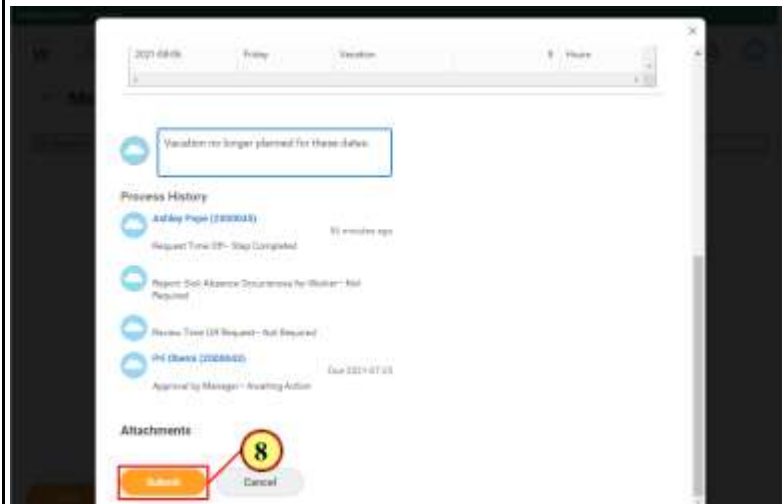
6. Click **Cancel this Request** to cancel the request.


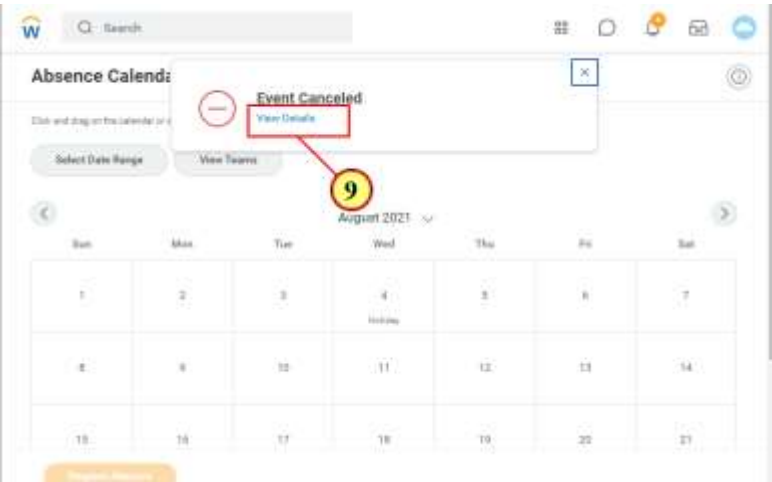
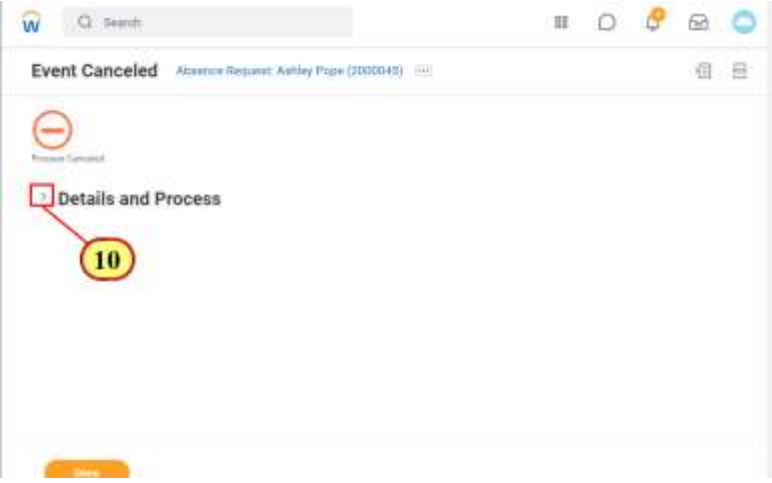


7. Enter any additional information in the **Comments** field. For this example, enter **Vacation no longer planned for these dates.**



8. Click **Submit**.



<p></p> <p>You have successfully cancelled the time off request. You will now perform the steps to review your cancelled time off request details.</p> <p>9. Click View Details to view the details.</p>	 <p>The screenshot shows the 'Absence Calendar' interface. At the top, there is a search bar and navigation icons. Below that, a notification box titled 'Event Canceled' is displayed, containing a red minus sign icon and a 'View Details' button. A red box highlights the 'View Details' button, and a yellow circle with the number '9' points to it. The calendar grid below shows dates from 1 to 21 for August 2021.</p>
<p>10. Click > next to Details and Process to view the request details.</p>	 <p>The screenshot shows the 'Event Canceled' details page for 'Absence Request: Ashley Pope (2000045)'. It features a red minus sign icon and a 'Process Canceled' label. Below this, there is a 'Details and Process' button with a red square icon. A yellow circle with the number '10' points to this button. A 'Done' button is visible at the bottom of the page.</p>

11. Click **Process** to view all the steps in the time off request.

Details and Process

For: Ashley Pope (000045)

Overall Process: Absence Request: Ashley Pope (000045)

Overall Status: Cancelled

Details | **Process**

Request Details 4 items

Date	Day of the Week	Type	Requested	Unit of Time
2021-08-02	Monday	Vacation		8 Hours
2021-08-03	Tuesday	Vacation		8 Hours
2021-08-04	Thursday	Vacation		8 Hours
2021-08-05	Friday	Vacation		8 Hours

Review the steps in the process and confirm that the **Approval by Manager** step is **Cancelled**.

Details and Process

For: Ashley Pope (000045)

Overall Process: Absence Request: Ashley Pope (000045)

Overall Status: Cancelled

Details | **Process**

Process History 4 items

Process	Step	Status	Completed On	Due Date	Person
Request Time Off	Request Time Off	Step Completed	2021-07-23 08:36:19 PM		Ashley Pope (000045)
Request Time Off	Report Sick Absence Occurrences to Worker	Not Required			
Request Time Off	Review Time Off Request	Not Required			
Request Time Off	Approval by Manager	Cancelled	2021-07-23 09:52:38 PM	2021-07-25	Ashley Pope (000045)

12. Click **Done**.

Details and Process

For: Ashley Pope (000045)



Overall Process: Absence Request: Ashley Pope (000045)

Overall Status: Cancelled

Details | **Process**

Process History 4 items

Process	Step	Status	Completed On	Due Date	Person
Request Time Off	Request Time Off	Step Completed	2021-07-23 08:36:19 PM		Ashley Pope (000045)
Request Time Off	Report Sick Absence Occurrences to Worker	Not Required			
Request Time Off	Review Time Off Request	Not Required			
Request Time Off	Approval by Manager	Cancelled	2021-07-23 09:52:38 PM	2021-07-25	Ashley Pope (000045)

<p> When the time off request has been successfully cancelled, the request will no longer appear in the Absence Calendar.</p> <p> You have successfully completed the steps to cancel a submitted time off request in Workday.</p>	