
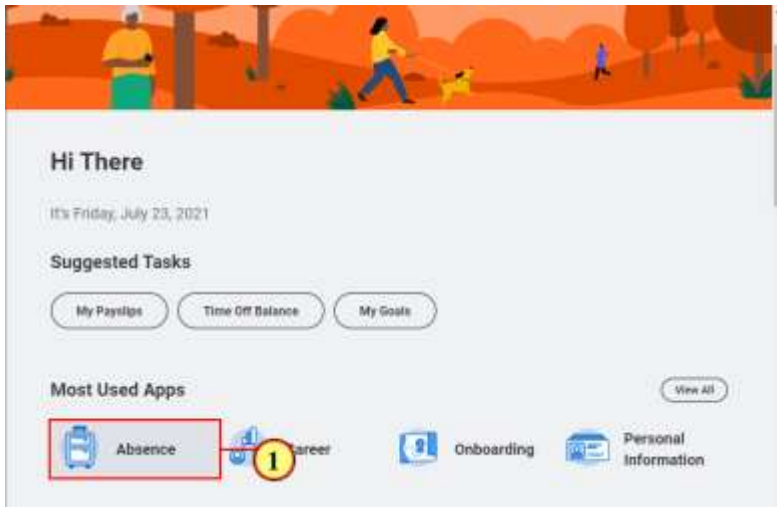
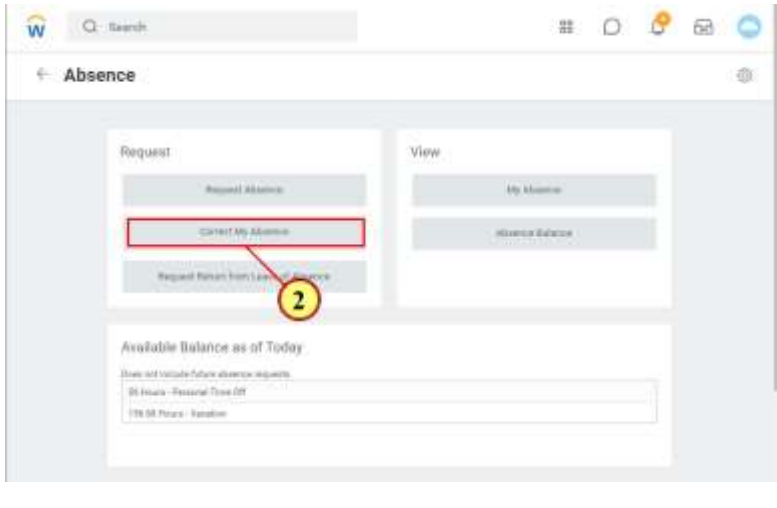

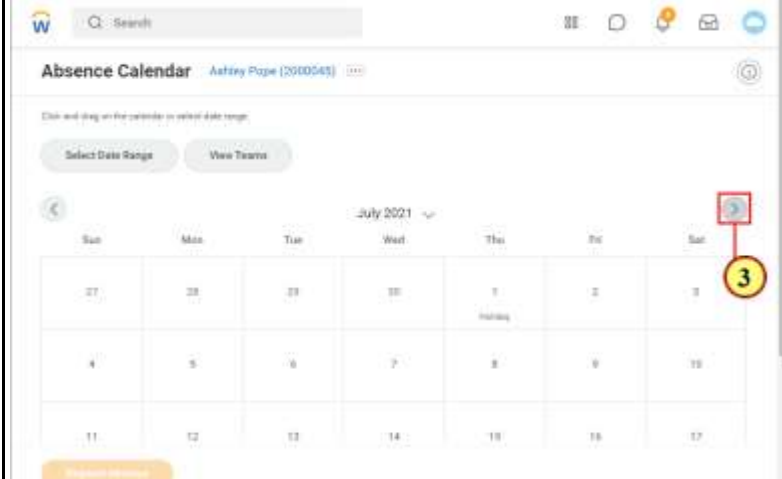


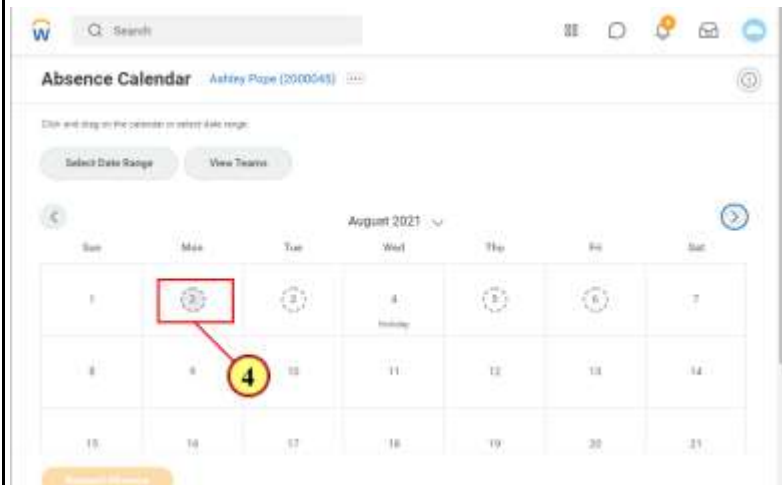
## Step-by-Step Procedure

<p></p> <p>This simulation will show the steps to cancel a submitted time off request in Workday.</p> <p>1. Click the <b>Absence</b> worklet (app).</p>	 <p>The screenshot shows the Workday home page. At the top, there is a banner with an illustration of people in a park. Below the banner, the text "Hi There" is displayed, followed by the date "It's Friday, July 23, 2021". Under "Suggested Tasks", there are buttons for "My Payslips", "Time Off Balance", and "My Goals". The "Most Used Apps" section features a grid of icons: "Absence" (highlighted with a red box and a yellow circle with the number 1), "Career", "Onboarding", and "Personal Information". A "View All" button is located to the right of the "Most Used Apps" section.</p>
<p>2. Click <b>Correct My Absence</b>.</p>	 <p>The screenshot shows the "Absence" page in Workday. The page has a search bar at the top and a "Request" section. In the "Request" section, there are three buttons: "Request Absence", "Correct My Absence" (highlighted with a red box and a yellow circle with the number 2), and "Request Return from Leave/PT/PTO". To the right, there is a "View" section with buttons for "My Absence" and "Absence Balance". Below these sections, there is a section titled "Available Balance as of Today" with a note "Does not include future absence requests" and two rows of data: "24 Hours - Personal Time Off" and "128.00 Hours - Vacation".</p>

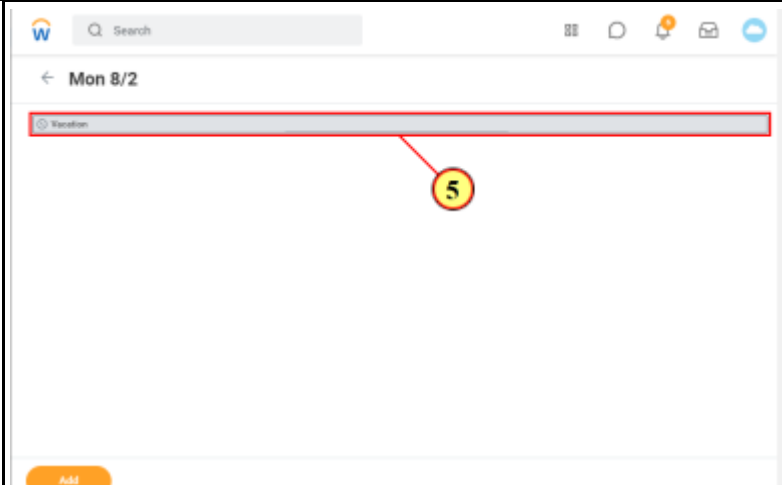
3. Click  to view more months in the **Absence Calendar**.



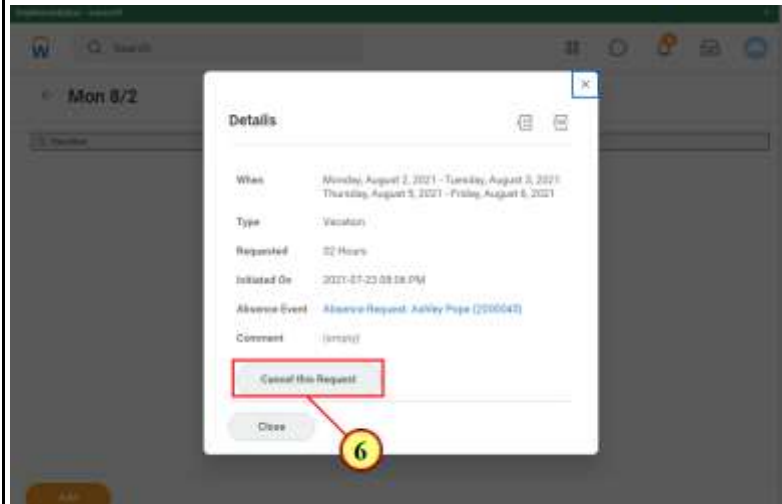
4. Click the **Time Off request** date to view the details. For this example, click **2** to select **2021-08-02**.



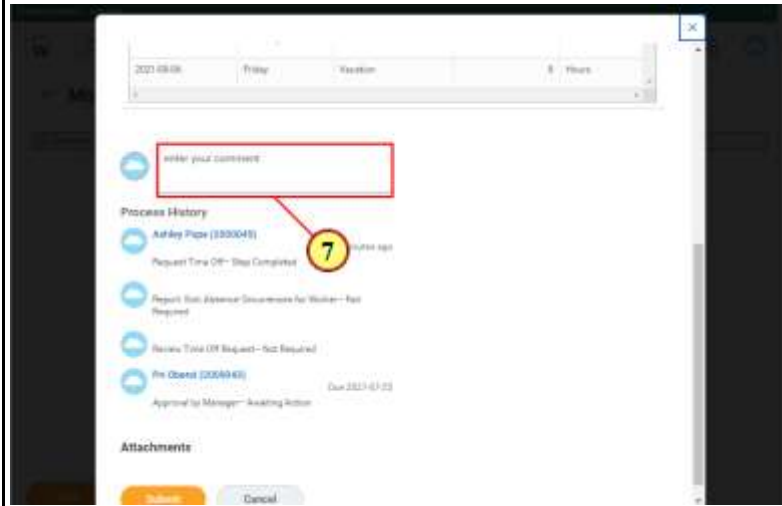
5. Click the time off request to open the details. For this example, click **Vacation**.



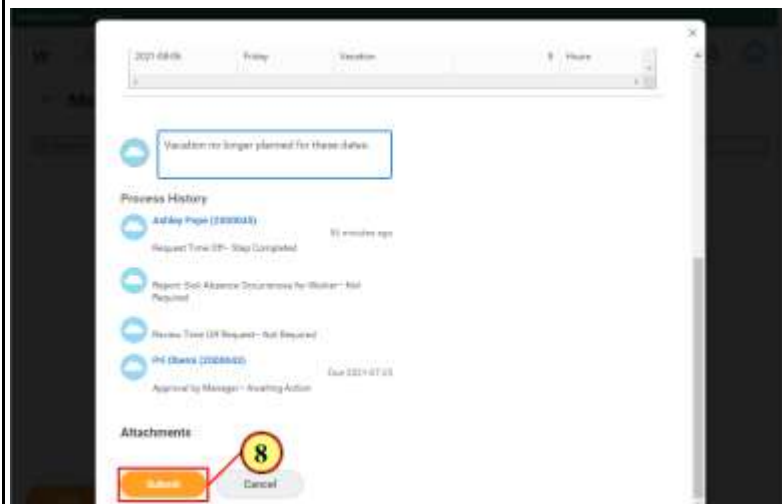
6. Click **Cancel this Request** to cancel the request.


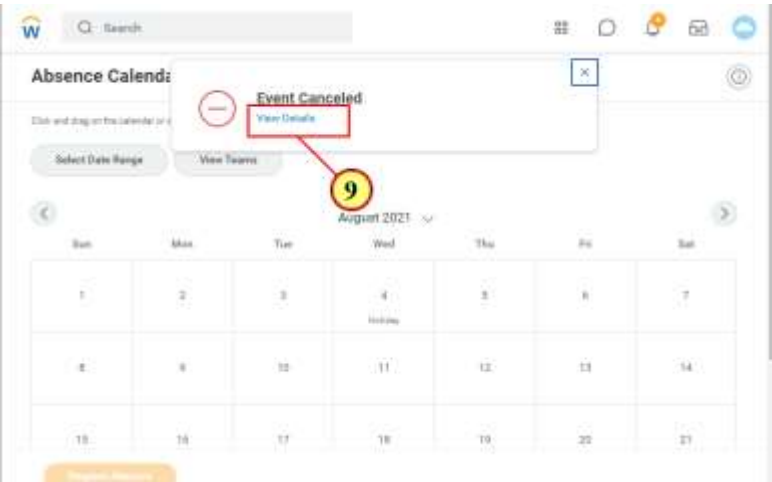
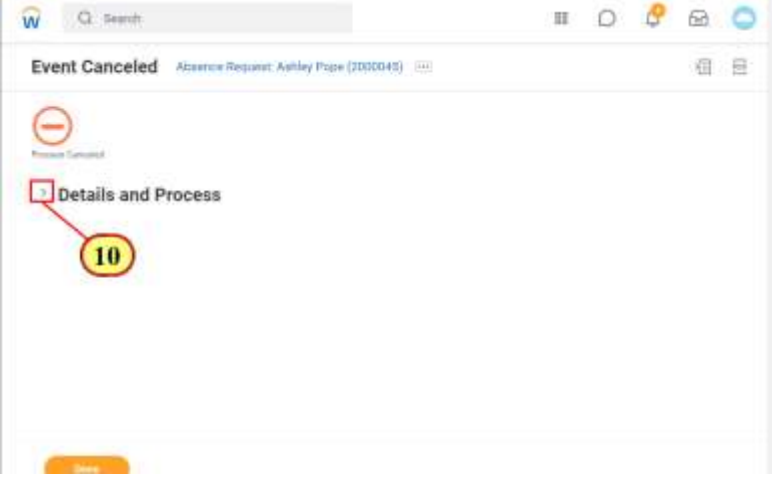


7. Enter any additional information in the **Comments** field. For this example, enter **Vacation no longer planned for these dates.**



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 <b>View Details</b> to view the details.</p>	
<p>10. Click <b>&gt;</b> next to <b>Details and Process</b> to view the request details.</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**.

**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**.

**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)

**Done**

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