



Manager Remove Employee's Approved Time Off

When an employee does not request their time off, as a manager you can request and approve on their behalf using the Schedule.

To remove time off:

My Notifications

- 1 System Messages
- 1 **Employee Requests**
- 0 My Requests
- 0 Timekeeping
- 0 Leave of Absence
- 22 Tasks

1. To cancel an approved time off request from the manager's view, start with **Employee Requests** from the home page.

2. Change the Filter to include **Approved** requests.

Categories	Filter :
1 System Messages	<input checked="" type="checkbox"/> No Status, Cancel Sub...
96 Employee Requests	<input type="checkbox"/> All Status <input checked="" type="checkbox"/> No Status <input type="checkbox"/> Approved <input checked="" type="checkbox"/> Cancel Submitted <input type="checkbox"/> Cancelled <input checked="" type="checkbox"/> Pending <input type="checkbox"/> Refused <input checked="" type="checkbox"/> Submitted <input type="checkbox"/> Suspended
2 My Requests	
0 Timekeeping	
0 Leave of Absence	
18 Tasks	

3. Find the approved request that needs to be removed, select which highlights the request blue.

4. **Cancel** in the top Right.

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📄 Mark Read
✅ Approve
❌ Refuse
💬 Add Comments
⏸ Pending
✎ Edit
🚫 Cancel
🗑 Delete
➡ Go To

