**Employee– Cancelling Leave Requests**

Employees can cancel an absence request that has been submitted via the Time and Attendance tile. The cancellation request will route to the Manager for approval.

1. Log into PeopleSoft, from the Employee Self Service homepage select the **Time and Attendance** tile.
2. On the homepage select **Cancel Absences tile**.

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**Cancel Absences**

*View Requests*  
1 row

<table>
<thead>
<tr>
<th>Vacation Leave</th>
<th>02/10/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>8 Hours</td>
</tr>
</tbody>
</table>

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**Cancel Absence**

*Return to Cancel Absences*

**Absence Details**

<table>
<thead>
<tr>
<th>Absence Name</th>
<th>Vacation Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>02/10/2020</td>
</tr>
<tr>
<td>End Date</td>
<td>02/10/2020</td>
</tr>
<tr>
<td>Duration</td>
<td>8.00 Hours</td>
</tr>
<tr>
<td>Status</td>
<td>Submitted</td>
</tr>
</tbody>
</table>

**Are you sure you want to Cancel this Absence Request?**

- **Yes**
- **No**

**Cancel Details**

- **Cancel Status**: Submitted

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5. Click **Yes** on the pop-up.
6. Under **Cancel Details** you will see the **Cancel Status** reflect **Submitted**.