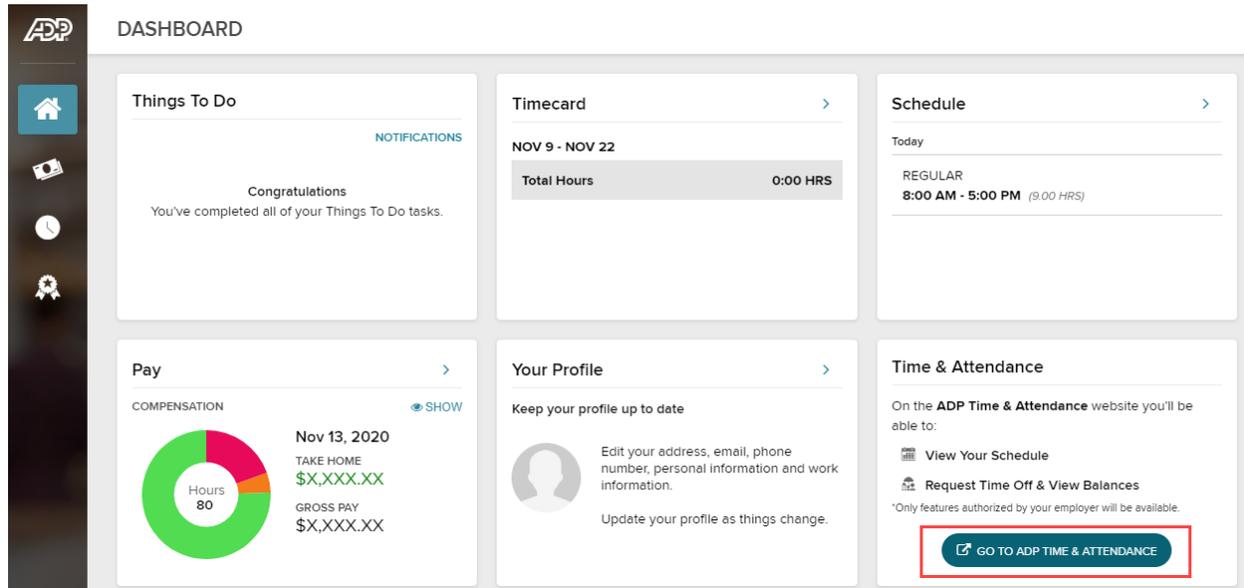


Cancelling a Time Off Request In Time & Attendance

Through the website:

1. Login to Employee Access and click **Go To ADP Time & Attendance**.



2. Click **Myself > Personal Information > My Time Off Requests**.





Cancelling a Time Off Request In Time & Attendance

3. Click into the **Request Number** for the request you wish to cancel.

My Time Off Requests ?

Accrual Balances

DESCRIPTION	ACCRUAL TYPE	BALANCE	SCHEDULED
Personal	Hours	24.00	0.00
Vacation	Hours	184.00	0.00

Time Off Request Summary

Year: All Status: All Find Request Number: Q, FIND

1 Found

REQUEST NUMBER	STATUS	TOTAL HOURS	TIME OFF BEGINS ON	DESCRIPTION	REVIEW BY DATE
12629	Pending Review	8.00	02/25/2019	Personal Day	02/06/2019

4. Click **Cancel**.

My Time Off Requests ?

Request Number: 12629
Request Status: Pending Review
Request Date: 02/01/2019 07:02 AM
My Annual Summary: [icon]
Description: Personal Day
Comments: Purdue Campus Tour with Mitchell

Total Hours Requested: 8.00

Accruals

ACCRUAL DESCRIPTION	ACCRUAL TYPE
Personal	Hours
Vacation	Hours

Show Weekends

February 2019

S	M	T	W	T	F	S
		5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

REMOVE

ROW	ROW	DATE	SCHEDULE START TIME	SCHEDULE HOUR
		1 Monday, February 25, 2019	--	--

DELETED

Review By: 2/6/2019

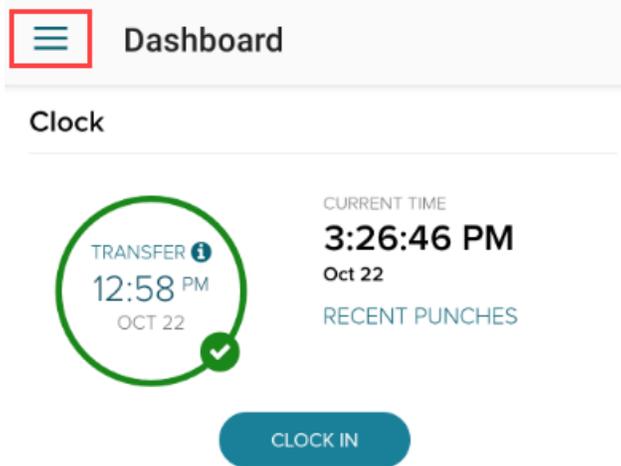
SUBMIT CANCEL REQUEST



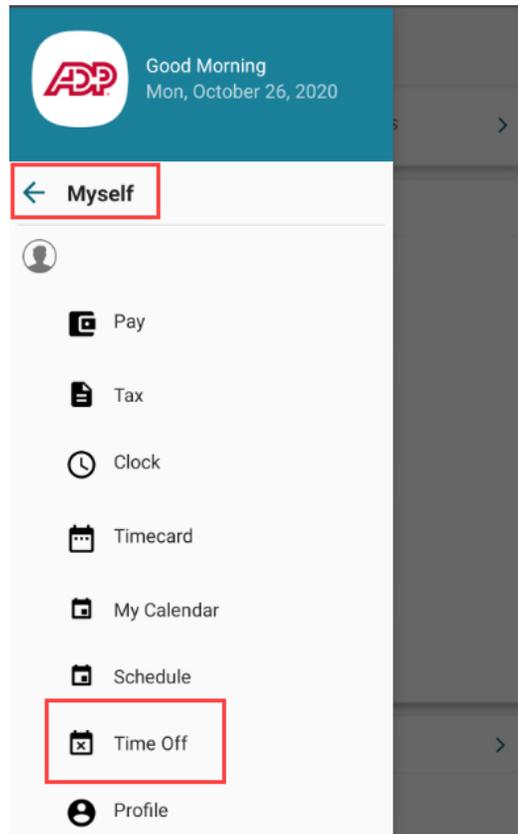
Cancelling a Time Off Request In Time & Attendance

Through the ADP Mobile Solutions app:

1. Login to ADP Mobile Solutions and click the three lines to open the menu.



2. Click **Myself** > **Time Off**.



Cancelling a Time Off Request In Time & Attendance

3. Click on **Requests** to view all current requests. To cancel, click the three dots to open the menu and select **Cancel**. Scroll down within the request to click **Cancel** once more to confirm.

