

How do I cancel a leave request that has already been processed and approved?

1. Login to Kiosk
2. Click on Leave Request and then select My Processed Request(s)



3. You will see a list of your Leave Requests that have been approved and processed. Look in the Status Column circled in **green** in the screenshot. Your next step depends on what is in that column.

	View Approval Status			Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed	Last Activity Date	Start Date	End Date	Total Leave	Create Cancellation
Details		-	-	TECHNOLOGY COORDINATOR	Sick Leave	S1 - Personal Illness	Exported	No	02/25/2015 10:07AM	02/11/2015 07:00AM	02/11/2015 03:00PM	1,000 Day(s)	
Details		-	-	TECHNOLOGY COORDINATOR	Sick Leave	S1 - Personal Illness	Exported	No	02/25/2015 10:07AM	02/12/2015 07:00AM	02/13/2015 03:00PM	2,000 Day(s)	
Details		-		TECHNOLOGY COORDINATOR	Professional	-	Approved	No	03/03/2015 02:56PM	05/04/2015 07:00AM	05/05/2015 03:00PM	2,000 Day(s)	-

4. If the leave request you want to delete says Approved in the Status column that is circled in **red** in the screenshot then and go to the details link also circled in **red**. Click on that link. Another page will open. Click on the Cancel Request button.

5. If the leave request you want to delete says Exported in the Status column circled in **blue** in the screenshot in step 3 then go to the Create Cancellation column also circled in **blue** in the screenshot in Step 3. Click on the **RED X**.

6. Another window will open. Double check all the information and then click the submit button.

The screenshot shows a web form titled "New Leave Request". At the top right, there are two buttons: "Cancel" and "SUBMIT". A red arrow points to the "SUBMIT" button. The form contains the following information:

- Absences FYTD: [Redacted]
- Job: Active - TECHNOLOGY COORDINATOR
- Leave Type: Sick Leave, Sub Category: S1 - Personal Illness
- Balance before request: [Redacted]
- Reason: Negative request to reverse/cancel leave time previously Exported and Posted to USPS. Original Leave Request#:2120604
- Cancellation for Request #: 2120604
 - Start Date: 02/11/2015, Start Time: 07:00 AM
 - End Date: 02/11/2015, End Time: 03:00 PM
- Leave Requested In Day(s): -1, .000
- Phone Where You Can be Reached For Questions: (419) 651-5561
- Full Notification: