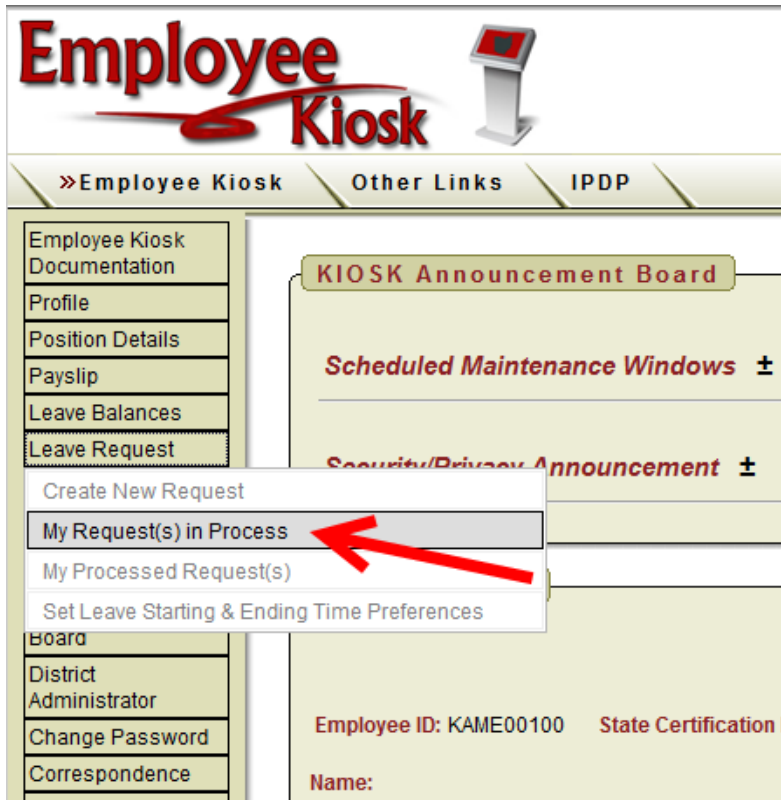


How do I cancel a leave request that has already been submitted?

1. Login to Kiosk
2. Click on Leave Request and the select My Request(s) in Process.



3. You will see all the Leave Requests that are in process within the system. To delete a request click on the Details link of the specific request you would like to delete.

The screenshot shows a table titled 'Leave Request(s) in Process'. The table has the following columns: 'Update', 'View Approval Status', 'Job Description', 'Leave Type Requested', 'Sub-Category', 'Status', and 'Substitute Needed'. A red arrow points to the 'Details' link in the first row.

Update	View Approval Status	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed
Details	Update	TECHNOLOGY COORDINATOR	Personal Leave	-	Flow Initiated Level 1	No
Details	Update	TECHNOLOGY COORDINATOR	Sick Leave	-	Flow Initiated Level 1	No
Details	Update	TECHNOLOGY COORDINATOR	Sick Leave	S2 - Family Illness	Flow Initiated Level 1	No
Details	Update	TECHNOLOGY COORDINATOR	Sick Leave	S2 - Family Illness	Flow Initiated Level 1	No

4. Click the Cancel Request button.

Leave Request Detail

[Escalate to HR Leave Administrator](#) [Cancel Request](#) [Apply Comments ONLY](#)

Status: **Flow Initiated** Last Activity: 05/05/2009 08:31 AM

Absences FYTD **4 Day(s)**

Job: TECHNOLOGY COORDINATOR

Leave Type: Personal Leave

Current Balance **3.00 Day(s)**

Reason:

Start Date: 05/15/2009 Start Time: 08:00 AM

End Date: 05/15/2009 End Time: 03:30 PM

Leave Requested In Day(s): 0.500 Phone: (419) 368-8164 Full Notification: N

Substitute Needed: N

Substitute Scheduled: N

Comments:

[Update Request](#)

5. Note: The history of your request never really disappears. It is listed in the Transaction History as Cancelled.

Transaction History

Name	Action	Comments	Sub Name	Transaction Date
LESLIE E KAMENIK	Flow Initiated	-	-	05/05/2009 08:31AM
LESLIE E KAMENIK	Cancelled	-	-	01/22/2013 11:33AM

[Export to .CSV](#)

1 - 2

Number of Rows Displayed