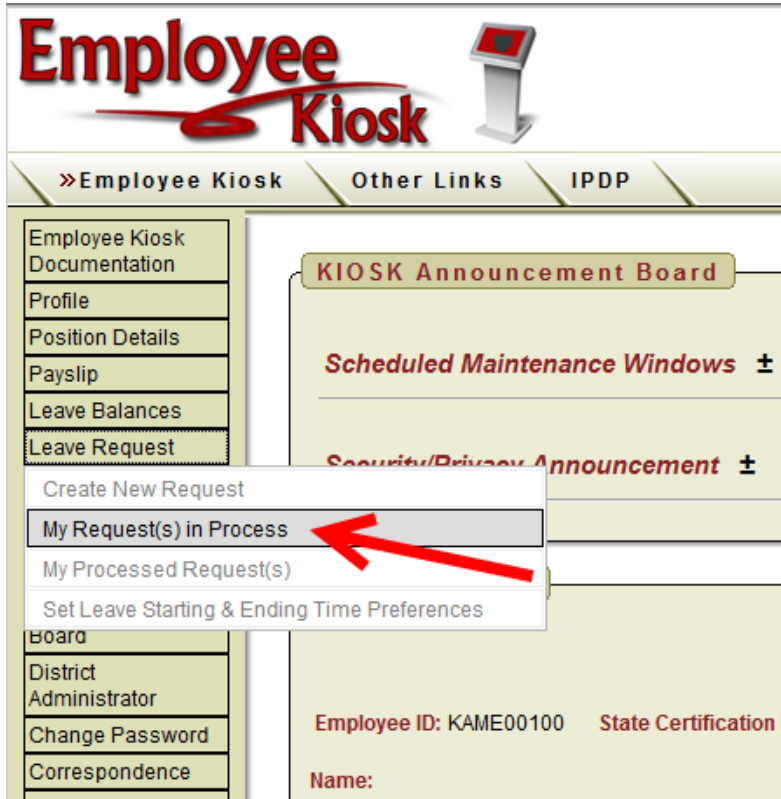


How do I edit a leave request that has already been submitted?

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 edit a request click on the Update link of the specific request you would like to edit.

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

Update	View Approval Status	Job Description	Leave Type Requested	Sub-Category	Status	Substitute Needed
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. Make your edits and then press Apply Changes.

Update Leave Request

[Return to Leave Request\(s\) in Process](#) [Apply Changes](#)

Absences FYTD: 4 Day(s)
 Initiated: 10/14/2009 11:17 AM
 Job: Active - TECHNOLOGY COORDINATOR
 Leave Type: Sick Leave Sub Category: []

Balance before request 123.25 Day(s)

Reason: Doctor Appt

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Start Date: 10/14/2009 (use MM/DD/YYYY format) Start Time: 12:00 PM
 End Date: 10/14/2009 (use MM/DD/YYYY format) End Time: 03:00 PM

Leave Requested In Day(s): 0 .500 (0.500) Day(s)

Phone Where You Can be Reached For Questions Relating to This Request: (419) 368-8164

Comments pertaining to this Leave Request

0 of 4000

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below.

Substitute Needed?

In Day(s):

5. Note: Your Transaction History for that specific transaction will now state that you updated you request.

Your leave request has been successfully updated and submitted.
 You should receive a confirmation email shortly.

[Return to Leave Request\(s\) in Process](#) [Apply Changes](#)

Technology Coordinator
 Category: []

Balance before request 123.25 Day(s)

Start Time: 07:00 AM
 End Time: 03:00 PM

Transaction History

Number of Rows Displayed: 5

Name	Action	Comments	Transaction Date
LESLIE E KAMENIK	Flow Initiated	-	10/14/2009 11:17AM
LESLIE E KAMENIK	Leave Request Updated by User	-	01/22/2013 11:50AM

[Export to .CSV](#)

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