## ESS Mobile 3.0: Canceling Submitted Leave Request

Job Aid

Employee can cancel their submitted leave requests if their supervisor has not approved or denied the request in question.

The submitted leave requests are displayed on the Home screen and can also be accessed via the **OPEN ITEMS** menu item.



To cancel a submitted leave request from the Home screen:

1. Tap a *Submitted* leave request whose status is *Pending*.



2. Tap UNDO LEAVE REQUEST. The Remove Leave Request screen is displayed.



3. Enter comments for canceling submitted leave request if needed. Tap **SAVE**.

BACK	Remove Leave Request	HOME							
Remove Leave Request									
Remove Lea	ave Request entary Here								
Cancel My Lea	ave Request.								
		SAVE							

4. The submitted leave request is removed.

To cancel a submitted leave request via the **OPEN ITEMS** menu item:

1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.



2. Tap the OPEN ITEMS menu item.

S	
<b>Julie</b> Adams	
Michicare, Nursing, Certified Nursing Aide, Grand Rapids	
LOG OFF	
OPEN ITEMS	

3. Tap a Submitted leave request whose status is Pending.



4. Tap UNDO LEAVE REQUEST. The Remove Leave Request screen is displayed.



5. Enter comments for canceling submitted leave request if needed. Tap SAVE.



6. The submitted leave request is removed from the calendar and the **OPEN ITEMS** menu item.

		BACK						HOME		
		<	MARCH 2021 👻					>		
		Su	Мо	Tu	We	Th	Fr	Sa		
		28	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		
BACK H	OME	28	29	30	31	1	2	3		
		MENU		REFRESH			PIC	PICKUPS		

©2021 Attendance on Demand, Inc. All rights reserved. Attendance on Demand is a registered trademark of Attendance on Demand, Inc. (AOD). Nothing contained here supersedes your obligations under applicable contracts or federal, state and local laws in using AOD's services. All content is provided for illustration purposes only.