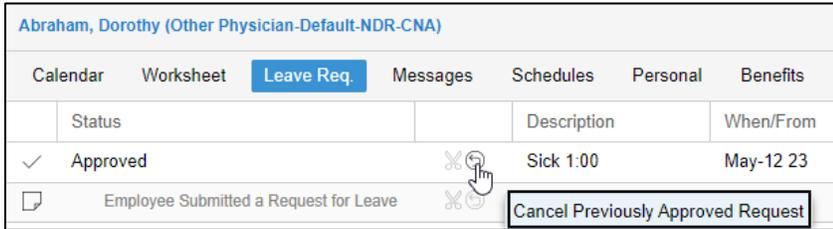


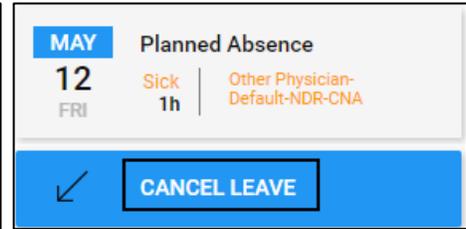
MSS3: Canceling Already Approved Leave Request

Job Aid

After the employee's leave request is approved by supervisors, employees can still submit a Cancel previously approved leave request from their Employee Self Service (ESS) Desktop 3.0 or ESS Mobile 3.0.



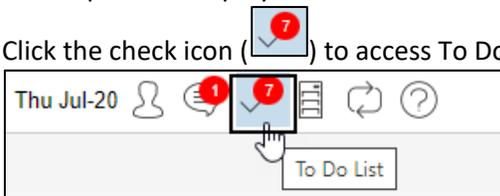
ESS Desktop 3.0



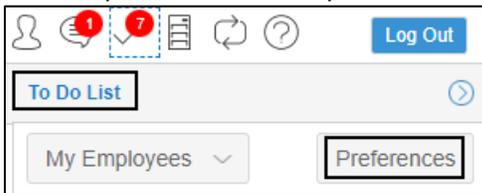
ESS Mobile 3.0

Supervisor can process employees' cancel leave requests in MSS3 as follows:

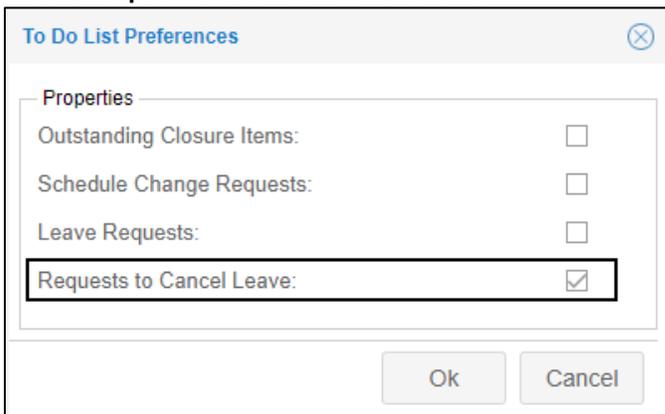
1. Click the check icon (7) to access To Do List.



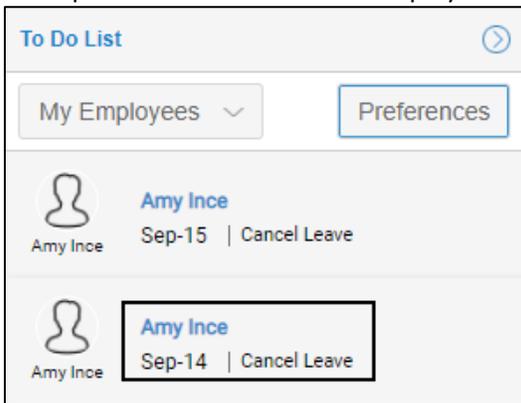
2. In the expanded To Do List panel, click Preferences. The Do To List Preferences dialog is displayed.



3. Enable Requests to Cancel Leave. Click Ok.



4. All requests to cancel leave are displayed. Click a request in the list.



- The **Request to Cancel** page is displayed. Review the following information before making a decision. Click the **Revoke Approved Leave** button to cancel previously approved leave request.

Request to Cancel

PTO 8:00 1st request in last 1 Yr
 Sufficient Balance (16:00) Submitted on 07/20/17 16:17 Today
 09/14/17, 1 Mon 25 Days from now

Calendar View (Sep 3-16):

- Sep 3: 8:17 8½h
- Sep 4: 7:15 8h
- Sep 5: 15:23 8h
- Sep 6: 23:7 8h
- Sep 7: Flex 8h
- Sep 8: 7:15 8h
- Sep 9: 23:7 8h
- Sep 10: 8:17 8½h
- Sep 11: 8:17 8½h
- Sep 12: 8:17 8½h
- Sep 13: 8:17 8½h
- Sep 14: 8:17 8½h (Aston, Xavier U 16:00; Van Horn, Seth D 16:00)
- Sep 15: 8:17 8½h
- Sep 16: 8:17 8½h

Accrual Balances

Time Off Request History

From the top of the page, you can know more information about this leave request. In this example, the employee submitted request on 07/20/17 to take 8:00 off on 09/14/17 using PTO. This request is one month and 25 days from 07/20/17 and is the 1st request in last one year. This employee has sufficient PTO balance (16:00) to deduct 8:00. The comment of this request is “St. Patty’s Day”.

In the calendar cell, you can view the employee’s schedules. Other employees who also request leave in the same day are highlighted in red.

Click the upper arrow (↑) for the **Accrual Balances** panel, you can view employee benefit balances with credit and debit amount on each benefit tab.

Accrual Balances						
Sick	Vacation	PTO	FMLA	Bereavement	Jury Duty	Unpaid
Date	Event	Credit	Debit	Balance		
1/1/17	Balance In			0:00		
6/30/17	16:00 PTO 06/30/17			16:00		
1/1/18	Balance Out			16:00		

Click the upper arrow (↑) for the **Time Off Request History** panel, the employee leave request history is recorded on benefit tabs. The leave requests are displayed with the request submitted date and time, the request leave date, benefit used and benefit hour, leave request status (Pending, Approved, Denied, or Cancel Request), and comments.

Time Off Request History						
Sick	Vacation	PTO	FMLA	Bereavement	Jury Duty	Unpaid
Submitted	Requested	Type	Status	Commentary		
7/20/17 16:18	09/15/17	PTO 8:00	Cancel Request	Day After St. Patty's Day...		
7/20/17 16:17	09/14/17	PTO 8:00	Cancel Request	St. Patty's Day		

6. Enter notes and/or email address to send an email notification.

Confirm Approval of Employee's Request to Cancel Le... (X)

Properties

Notes: Canceling previously approved leave request accepted

Email any changes made to employee:

Employee Email Address:

Ok Cancel

7. On the **Leave Request Revoked** page, the leave request is in **Not Approved** status.

Ince, Amy T

Last Name	First Name	MI	ID	Badge	Location	Unit
Ince	Amy	T	841	841	Evergreen Acres	Skilled Nursing

Leave Request Revoked

Not Approved

PTO 8:00 1st request in last 1 Yr "St. Patty's Day"
Submitted on 07/20/17 16:17 Today

09/14/17, 1 Mon 25 Days from now

8. On the employee's Schedules page, the original schedule is restored and leave request returns to its Submitted status.

Schedules September 2017 Assign to a Pattern

Last Name	First Name	MI	ID	Badge	Location	Unit	Floor
Ince	Amy	T	841	841	Evergreen Acres	Skilled Nursing	1st Floor
Monday		Tuesday		Wednesday		Thursday	
11 September	12 September	13 September	14 September				
8:17 8½ h	8:17 8½ h	8:17 8½ h	8:17 8½ h				
+	+	+	PTO 8:00				
			+				

9. The employee can review their restored original work schedule in ESS Desktop 3, ESS Mobile 3, and/or receive an email notification.

Reply Reply All Forward IM

 Request to cancel leave has been approved...

We removed extra line breaks from this message.

Previously approved Leave has been cancelled.

Canceling previously approved leave request accepted

Request for time off was made on Jul-20 17.
Ince, Amy T Request 8:00 PTO Time Off on Sep-14 17 Using banked PTO time. Balance is currently 16:00.