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.

Abra	ham, Dorothy (Other Physician-Default-NDR-C	MAY	Planned Absence			
Cal	endar Worksheet Leave Req. M	essages	Schedules Personal	Benefits	12	Sick Other Physician-
	Status		Description	When/From	FRI	1h Default-NDR-CNA
\checkmark	Approved	×9	Sick 1:00	May-12 23	/	
	Employee Submitted a Request for Leave	жÔ	Cancel Previously Appro-	ved Request		CANCEL LEAVE
	ESS Deskto		ESS Mobile 3.0			

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

- 1. Click the check icon () 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.

To Do List Preferences	\otimes
Properties	
Outstanding Closure Items:	
Schedule Change Requests:	
Leave Requests:	
Requests to Cancel Leave:	
	Ok Cancel

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



5. 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.

Ince, Amy T												841 🔿
Last Name	First Name	MII	D	Badge	Location	Unit	Floor	Position	Shift	Care Type	Hired	
Ince	Amy	т 8	341	841	Evergreen Acres	Skilled Nursing	1st Floor	Cook	Evening	Non Direct Ca	re 05/22/16	
Revoke Ap	proved Leave	Deny	Request									Properties
Request	t to Cancel	1										
PTO 8:00			1st reque	st in last 1	Yr							
Sufficient E	Balance (16:00)		Submitted	on 07/20/17	16:17 Today	tty's Day						
09/14/17, 1	Mon 25 Days	from now										
Sund	day	Mon	nday		Tuesday	Wednesday	1	Thursday		Friday	Satu	rday
Sep	3	Sep	4	Se	p 5	Sep	6	Sep	7	Sep	8 Sep	9
		7/15	8 h	1	5/23 8h	23/7 8h		Flex 8h		7/15 8h	23/7	8 h
Sep	10	Sep	11	Se	p 12	Sep 1	3	Sep	14	Sep 1	5 Sep	16
8/17	8½ h	8/17	8½ h	8	/ 17 8½h	8/17 8½h		8/17 81/2	h	8/17 8½h	8/17	8½ h
							Ast Var	on, Xavier U Hoorn, Seth D	16:00 16:00			
Accrual Bala	nces											\odot
Time Off Rea	uest History											\bigcirc
												0

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							\odot
Sick Vacation	n PTO	FMLA	Be	ereavement	Jury Duty	Unpaid	
Date	Event			Credit	Debit	Balance	
1/1/17	Balanc	e In				0:00	
6/30/17	16:00 I	16:00 PTO 06/30/17				16:00	
1/1/18	Balanc	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 Of	Time Off Request History							
Sick	Vacation	PTO FMLA	Bereavement	Jury Duty U	npaid			
Ş	Submitted	Requested	Туре	Status	Commentary			
7/2	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 Emp	bloyee's Request to C	Cancel Le 🛞
Properties		
Notes:	Canceling previously a leave request accepte	approved d
Email any changes ma	de to employee:	
Employee Email Address:	Alnce@infotronics.com	n
	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	Т	841	841	Evergreen Acres	Skilled Nursing	
Leave Request Revoked							
Not Appr	oved						
PTO 8:00		1	st reques	t in last 1 Yr	⁵⁵ St. Patty's Day	/"	
09/14/17, 1	Mon 25 Days fro	m now	Submitted on 07/20/17 16:17 Today				

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

Schedules \checkmark September 2017 \checkmark Assign to a Pattern							
Last Name	First Name	MI	ID E	Badge	Location	Unit	Floor
Ince	Amy	Т	841	841	Evergreen Acres	Skilled Nursing	1st Floor
P	Monday	т	uesday		Wednesday	Thur	sday
11	September	12	September	13	September	14	September
8/17	8½ h	8/17	8½ h		8/17 8½ h	8/17 8	1½ h
+		+		+		Ø 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 I	🔁 Reply All 😂 Forward 🕼 IM
	Request to cancel leave has been approved
🚺 We rem	oved extra line breaks from this message.
Previous	ly approved Leave has been cancelled.
Canceling	g previously approved leave request accepted
Request Ince, Am	for time off was made on Jul-20 17. y T Request 8:00 PTO Time Off on Sep-14 17 Using banked PTO time. Balance is currently 16:00.

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