FIU FLORIDA INTERNATIONAL UNIVERSITY
Division of Human Resources

Quick Reference Guide: Cancelling an Unprocessed eLeave Request

An eLeave request will not be processed until the requested dates fall within the current pay period. Requests can be cancelled before they are processed by the Payroll Department (Payroll Status: Processed). Once the request is processed, any leave adjustments must be done directly on the timesheet for the current pay period.

1) Login to Panthersoft HR Employee Self Service

2) Navigate to: Human Resources Self Service > Employee Self Service > Time Reporting > Request Leave > eLeave Request

3) Select an Active eLeave Request by selecting the "Review" hyperlink

Review

Click the "Review" hyperlink to look at a request.

	eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review
1	1701	1234567	10/27/2016 12:33PM	01/03/2017	01/06/2017	Submitted	Pending	Review

Active eLeave Requests — Personalize | Find | First 1 of 1 Last

4) Validate that this is the request you intend to cancel, then select "Cancel"

eLeave Build Request
1234567 Roary Panther   Cancel

Request Details

eLeave Request Number: 1701	Start Date: 01/03/2017	Approval Status: Submitted
Total Requested Hours: 32.00	End Date: 01/06/2017	Payroll Status: Pending Processing
Leave Type Summary: Vacation;		

eLeave Timesheet — Personalize | Find | First 1-4 of 4 Last

|	Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	Eleave Payroll Actions
1	1234567	01/03/2017	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
2	1234567	01/04/2017	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing
3	1234567	01/05/2017	Thursday	Vacation	8.00	0.00	Pending Payroll Processing
4	1234567	01/06/2017	Friday	Vacation	8.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	0.00

Employee Comments (limit 254 characters) :

Holiday Vacation Request

5) Receive Cancel Confirmation message and click "Yes"

Message

Would you like to cancel this eLeave request? (0,0)

Yes   No   Cancel
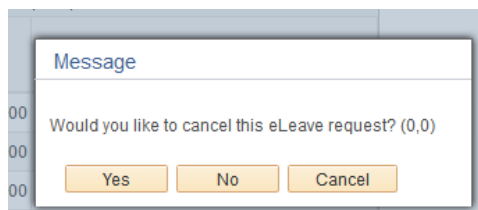
6) Provide a reason for the cancellation, then select "OK"

The field Reason is required

Please, provide the reason to cancel this request.

Cancel Date: 10/28/2016

Reason:
Family commitments and I'm unable to travel during this time

| OK | Cancel |

7) Confirm that your request now reflects "Cancelled" and the "Approval Workflow" reflects "Terminated"

eLeave Build Request

1234567 Roary Panther

Request Details

eLeave Request Number: 1701	Start Date: 01/03/2017	Approval Status: Cancelled
Total Requested Hours: 32.00	End Date: 01/06/2017	Payroll Status: Cancelled
Leave Type Summary: Vacation;		

eLeave Timesheet   Personalize | Find | | | First 1-4 of 4 Last

	Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	Eleave Payroll Actions
1	1348569	01/03/2017	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
2	1348569	01/04/2017	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing
3	1348569	01/05/2017	Thursday	Vacation	8.00	0.00	Pending Payroll Processing
4	1348569	01/06/2017	Friday	Vacation	8.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	0.00

Employee Comments (limit 254 characters) :

Holiday Vacation Request

Manager Comments (limit 254 characters) :

Cancel Date: 10/28/2016 Reason: Family commitments and I'm unable to travel during this time

Created By: 1234567 Roary Panther	Created:	10/27/16 12:33PM
Last Upd By: 1234567 Roary Panther	Last Update Date/Time:	10/28/16 12:48:08PM

Approval Workflow

eLEAVE Request

▼ eLeave Req Nbr = 1701: Terminated ⬭ View/Hide Comments

One Level Approval

Terminated
　✗　Best Supervisor (7653421)
　　FIU eLEAVE First Lv Approver
　　10/28/16 - 12:48 PM

▼ **Comments**

Roary Panther at 10/28/16 - 12:48 PM
　　Family commitments and I'm unable to travel during this time