

## 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 [MyFIU](#).
- 2) Navigate to: Employee Self Service > Time Tile > Request Leave > eLeave EE Request
- 3) Select an Active eLeave Request

### Active eLeave Requests

eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status
82147	1234567	04/27/2023 8:36AM	07/21/2023	07/21/2023	Approved	Pending
80872	1234567	03/29/2023 1:40PM	07/31/2023	08/11/2023	Approved	Pending

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

### FIU eLeave - Details

eLeave Build Request Notify Cancel

1234567 Roary Panther

**Request Details**

eLeave Request Number	82147	Start Date	07/21/23	Approval Status	Approved
Total Requested Hours	3.00	End Date	07/21/23	Payroll Status	Pending Processing
Leave Type Summary	Vacation				

**eLeave Timesheet**

Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
1234567	07/21/2023	Friday	Vacation	3.00	0.00	Pending Payroll Processing

**eLeave Process Summary**

Category	Total Hours
eLeave Hours processed	0.00

Employee Comments (limit 254 characters) :

Leaving at 2pm

Manager Comments (limit 254 characters) :

- 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"

### FIU eLeave - Details

**eLeave Build Request**

1234567 Roary Panther

**Request Details**

eLeave Request Number	82147	Start Date	07/21/23	Approval Status	Approved
Total Requested Hours	3.00	End Date	07/21/23	<b>Payroll Status</b>	<b>Cancelled</b>
Leave Type Summary	Vacation				

**eLeave Timesheet**

Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
	07/21/2023	Friday	Vacation	3.00	0.00	Pending Payroll Processing

**eLeave Process Summary**

Category	Total Hours
eLeave Hours processed	0.00

Employee Comments (limit 254 characters) :

Leaving at 2pm

Manager Comments (limit 254 characters) :