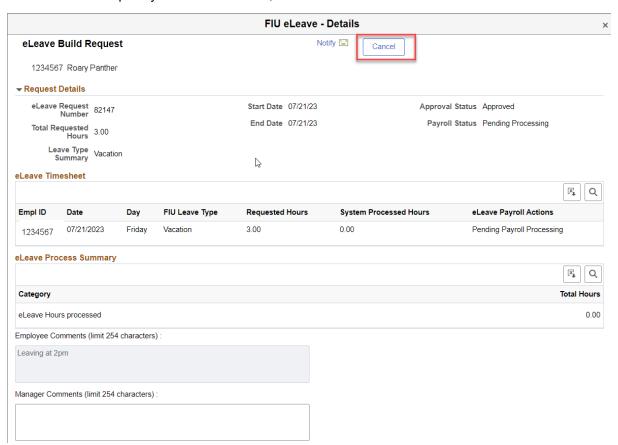
Quick Reference Guide: Cancelling an Unprocessed eLeave Request

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



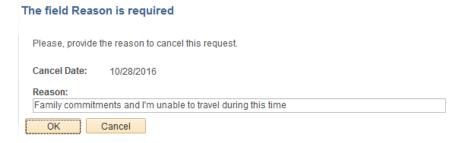
4) Validate that this is the request you intend to cancel, then select "Cancel"



5) Receive Cancel Confirmation message and click "Yes"



6) Provide a reason for the cancellation, then select "OK"



7) Confirm that your request now reflects "Cancelled"

