Quick Reference Guide: Cancelling a Partially Unprocessed eLeave Request

An eLeave request will not be processed until the requested dates fall within the current pay period. If the request dates fall within two pay periods, only the dates of the current pay period will be processed, the future dates will remain pending (Payroll Status: Partially Processed).

Partially Processed Requests can be cancelled (only pending future dates) before they are fully 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 the Active eLeave Request with the "Payroll Status" of "Partial P

eLeave Request Number	Empl ID	Employee Name	Empl Record	Begin Date	End Date	eLeave Status	FIU eLeave Payroll Status	Created Datetime	
82187	1234567	Roary Panther	0	06/20/2023	06/27/2023	Approved	Partial P	04/27/23 4:38PM	>

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

Note: Part of the request has been processed and the other part still states "Pending Payroll Processing", only the Pending Processing portion will be cancelled

5) Receive Cancel Confirmation message and click "Yes"

Message

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

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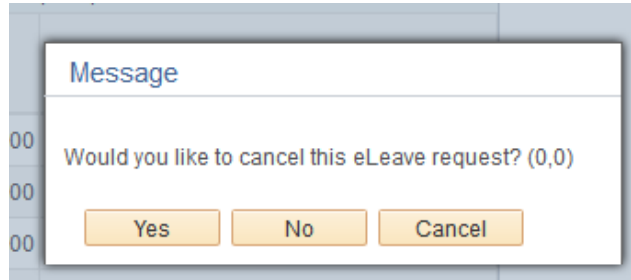
6) Provide a reason for the cancellation, then select "OK"

The field Reason is required

Please, provide the reason to cancel this request.

Cancel Date: 10/28/2016

Reason:
Cut vacation short

| OK | Cancel |

7) Confirm that your request now reflects "Partially Cancelled" as the Payroll Status, then select "Return to Search"

FIU eLeave - Details ×

eLeave Build Request

1234567 Roary Panther

▼ **Request Details**

eLeave Request Number	82187	Start Date	06/20/23	Approval Status	Approved
Total Requested Hours	48.00	End Date	06/27/23	Payroll Status	Partially Cancelled
Leave Type Summary	Vacation				

eLeave Timesheet

Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
	06/20/2023	Tuesday	Vacation	8.00	8.00	Processed hours for TRC / Day
	06/21/2023	Wednesday	Vacation	8.00	8.00	Processed hours for TRC / Day
	06/22/2023	Thursday	Vacation	8.00	8.00	Processed hours for TRC / Day
	06/23/2023	Friday	Vacation	8.00	8.00	Processed hours for TRC / Day
	06/26/2023	Monday	Vacation	8.00	0.00	Pending Payroll Processing
	06/27/2023	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	32.00

Employee Comments (limit 254 characters) :

8) The "Partially Cancelled" request will now be reflected as an Inactive eLeave Request as "Partial C"

Inactive eLeave Requests

eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status
82187	1234567	04/27/2023 4:38PM	06/20/2023	06/27/2023	Approved	Partial C