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

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”

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

7) Confirm that your request now reflects “Partially Cancelled” as the Payroll Status, then select “Return to Search”
8) The “Partially Cancelled” request will now be reflected as an Inactive eLeave Request as “Partial C”