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

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”

The field Reason is required

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

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