

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 [PantherSoft HR Employee Self Service](#)
- 2) Navigate to: Human Resources Self Service > Employee Self Service > Time Reporting > Request Leave > eLeave Request
- 3) Select the Active eLeave Request with the “Payroll Status” of “Partial P” by selecting the “Review” hyperlink

Review

Click the "Review" hyperlink to look at a request.

Active eLeave Requests								Personalize Find [?] []	First [] 1 of 1 [] Last
eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review		
1	1703 1234567	10/28/2016 2:13PM	11/16/2016	11/23/2016	Approved	Partial P	Review		

- 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

eLeave Build Request
1234567 Roary Panther Cancel

Request Details

eLeave Request Number: 1703 Start Date: 11/16/2016 Approval Status: Approved
Total Requested Hours: 48.00 End Date: 11/23/2016 **Payroll Status: Partially Processed**
 Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | [?] | [] First [] 1-6 of 6 [] Last

	Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
1	1234567	11/16/2016	Wednesday	Vacation	8.00	8.00	Processed hours for TRC / Day
2	1234567	11/17/2016	Thursday	Vacation	8.00	8.00	Processed hours for TRC / Day
3	1234567	11/18/2016	Friday	Vacation	8.00	8.00	Processed hours for TRC / Day
4	1234567	11/21/2016	Monday	Vacation	8.00	0.00	Pending Payroll Processing
5	1234567	11/22/2016	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
6	1234567	11/23/2016	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	24.00

5) Receive Cancel Confirmation message and click “Yes”



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: 10/29/2016

Reason:

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

eLeave Build Request
 1234567 Roary Panther

Request Details

eLeave Request Number: 1703 Start Date: 11/16/2016 Approval Status: Approved
 Total Requested Hours: 48.00 End Date: 11/23/2016 **Payroll Status: Partially Cancelled**
 Leave Type Summary: Vacation;

eLeave Timesheet Personalize | Find | | First 1-6 of 6 Last

	Empl ID	Date	Day	FIU Leave Type	Requested Hours	System Processed Hours	eLeave Payroll Actions
1	1234567	11/16/2016	Wednesday	Vacation	8.00	8.00	Processed hours for TRC / Day
2	1234567	11/17/2016	Thursday	Vacation	8.00	8.00	Processed hours for TRC / Day
3	1234567	11/18/2016	Friday	Vacation	8.00	8.00	Processed hours for TRC / Day
4	1234567	11/21/2016	Monday	Vacation	8.00	0.00	Pending Payroll Processing
5	1234567	11/22/2016	Tuesday	Vacation	8.00	0.00	Pending Payroll Processing
6	1234567	11/23/2016	Wednesday	Vacation	8.00	0.00	Pending Payroll Processing

eLeave Process Summary

Category	Total Hours
eLeave Hours processed	24.00

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

Inactive eLeave Requests Personalize | Find | | First 1-4 of 4 Last

eLeave Request Number	Empl ID	Created Datetime	Begin Date	End Date	Approval Status	Payroll Status	Review
1	1703 1348569	10/28/2016 2:13PM	11/16/2016	11/23/2016	Approved	Partial C	Review