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

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”

![Reason Field]

The field Reason is required

Please provide the reason to cancel this request.

Cancel Date:  10/29/2016
Reason:  

Cut vacation short

OK  Cancel

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

![Request Details]

eLeave Build Request
1234567  Ready Painter

Request Details
- eLeave Request Number: 1703
- Start Date: 11/16/2016
- Approval Status: Approved
- Total Requested Hours: 46.00
- End Date: 11/23/2016
- Payroll Status: Partially Cancelled
- Leave Type Summary: Vacation

![Timestate]

eLeave Timesheet

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Date</th>
<th>Day</th>
<th>FIU Leave Type</th>
<th>Requested Hours</th>
<th>System Processed Hours</th>
<th>eLeave Payroll Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1234567</td>
<td>Wednesday</td>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 Processed hours for TRC / Day</td>
</tr>
<tr>
<td>2</td>
<td>1234567</td>
<td>Thursday</td>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 Processed hours for TRC / Day</td>
</tr>
<tr>
<td>3</td>
<td>1234567</td>
<td>Friday</td>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 Processed hours for TRC / Day</td>
</tr>
<tr>
<td>4</td>
<td>1234567</td>
<td>Monday</td>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 Pending Payroll Processing</td>
</tr>
<tr>
<td>5</td>
<td>1234567</td>
<td>Tuesday</td>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 Pending Payroll Processing</td>
</tr>
<tr>
<td>6</td>
<td>1234567</td>
<td>Wednesday</td>
<td>Vacation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00 Pending Payroll Processing</td>
</tr>
</tbody>
</table>

![Process Summary]

eLeave Process Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>eLeave Hours processed</td>
<td>24.00</td>
</tr>
</tbody>
</table>

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

![Inactive Requests]

<table>
<thead>
<tr>
<th>eLeave Request Number</th>
<th>Emp ID</th>
<th>Created Datetime</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Approval Status</th>
<th>Payroll Status</th>
<th>Review</th>
</tr>
</thead>
</table>