

## Cancelling Holiday using the App:

Log into your app > Select Requests > click on the dates you want to recall> Select Cancel Request

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KRONOS"							
	My Tasks						
Timecard	1						
Schedule	)						
Requests	3						
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III O2-UK 4G	15:45	
←	Request	.0
Leave Request	Non Schedulin	g
Start Date		Fri, 30/11/2018
End Date		Fri, 30/11/2018
Pay Code		Annual Leave
Duration		Full day
Notes		
Birthday		
	Approved	l
Cancel Request		

Manager will receive a notification to approve the retraction.

## **Cancelling Holiday using the Web Browser:**

Log onto Web Browser> Select dates of holiday you would like to retract> Select OK

Current Pay Period				September 16
Mon 17/09	-	Select Dates		
		Start Date		
PM [8:15 h]	Shift	End Date		
	8:30AM-4:45P Regular		ОК	Cancel

On the day where you have the annual leave, hover over the day/date and a little Play button will appear > Click on Select cancel.

Manager will receive a notification to approve the retraction.

November 25, 2018 - December	er 1, 2018 →	equest Time Off	Re	quest Time Off		
Wed 28/11	Thu 29/11	Fri 30/11		Fri 30/11 Leave Request Non Scheduling		Sat 01/12
		✓ Leave Request Non Scheduling ✓ Leave Request Non Scheduling		Leave Request Non Scheduling	Details <u>Cancel</u>	
Shift 830AM-500PM (830 H)	<b>Shift</b> 8:30AM-2:45PM 18:15 HI	Annual Leave		Annual Leave 8:30AM (7:45 h]	Canc	els a timeoff request