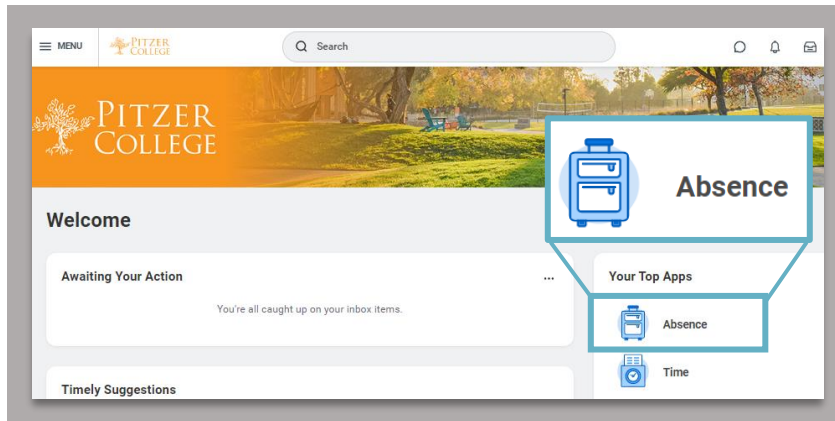
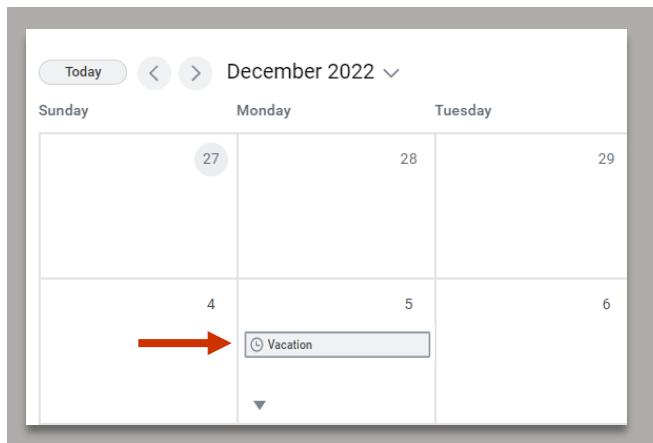


Absence: Cancel an Absence Request that is Pending Approval

1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select **Absence**.



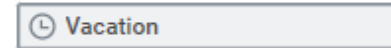
3. Navigate to the month day you are cancelling. Click on the time off request.



A request in green means your request has been approved.



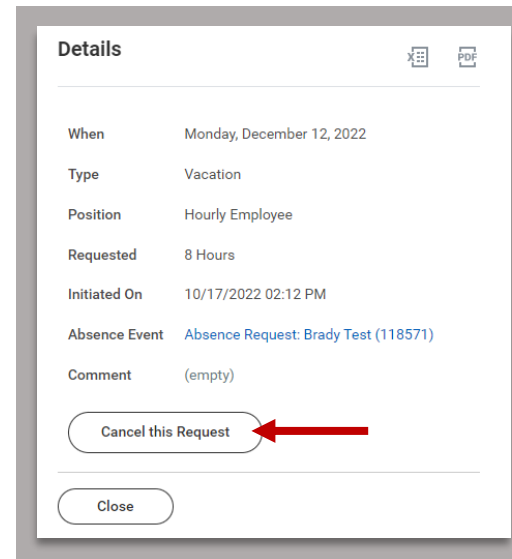
A request in gray means your request is pending approval.



Note: if your request is in green, use the "[How to Cancel an Approved Absence Request](#)" job aid or video.

[Click Here](#) for to see all "How To" Workday Time Tracking videos & job aids.

4. Select **Cancel this Request**.



Absence: Cancel an Absence Request that is Pending Approval

5. Enter a reason for cancelling your request in the **Comment** section.

Cancel Business Process Absence Request: Brady Test (118571) ⋮

For Brady Test (118571)



Overall Process Absence Request: Brady Test (118571)

Overall Status In Progress

Details

Request Details 1 item ☰ 📅 📊 🗃️

Date	Day of the Week	Type	Position	Requested	Unit of Time
12/12/2022	Monday	Vacation	Hourly Employee	8	Hours

6. Click Submit.



Your request has been cancelled.