



Employee Access

Reversing a Time Off Request

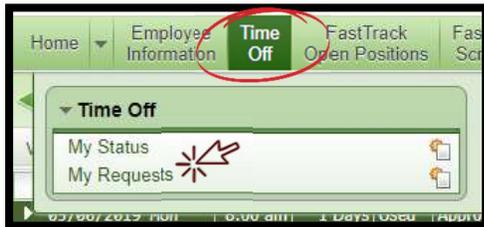
Employee Access – Time Off: [Employee Access Link](#)

Need a password reset?

Contact the Help Desk at X2917

The following steps will allow an employee to request a **Reversal for a previously approved Time Off Request**. Please note, if the Time Off Request has yet to be approved, you simply need to delete your request.

1. Login to Skyward **Employee Access**
2. Click on the **Time Off** tab
3. Click **My Requests**



4. Click on **Add**
5. Click the drop-down arrow next to **Time Off Code** and select the **exact** same **Time Off Code** as original request.
6. Click the drop-down arrow next to **Reason** and select **exact** same **Reason** as original request.
7. Enter **“Cancel Time – No Longer Needed”** in the **Description** field.
8. Enter a **negative** amount in the **“Days”** field that matches the same amount in original request.
9. Click **“Save”**

Time Off Request

* Time Off Code: PERSONAL LEAVE-STATE - Days

* Reason: 01 PERSONAL BUSINESS

Description: Cancel Time - No Longer Needed

Type: Single Day Date Range

* Start Date: 11/15/2022 Tuesday

Days: -1.0000

Start Time: 08:00 AM

Choose the SAME Time Off Code and Reason as used in original Time Off Request

Enter this wording in description

Enter a negative amount

10. This request will then go to your supervisor. Once approved, the time off request will be reversed.