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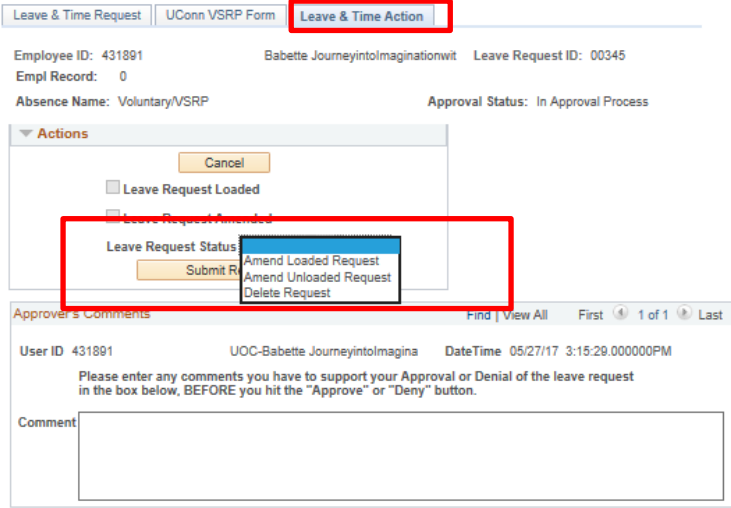
# University of Connecticut

## Modifying or Canceling a Leave of Absence: Time Reporters

**Overview** Employees who report time will use this job aid to assist them in modifying or canceling a leave of absence.

### Process Steps

Step	Action	Screenshot
1	Navigation: <b>Main Menu &gt; Self Service &gt; Leave Management &gt; Leave Request</b> or From your <b>Home</b> page under <b>Leave Management</b> , click <b>Submit or Modify Leave Request</b>	
2	On the <b>ESS Leave Request</b> page, click on the <b>Find an Existing Value</b> tab.  Your employee ID will auto-populate and cannot be changed.  If you know the leave request ID enter it on the <b>Leave Request ID</b> row.  Click <b>Search</b> .	<p><b>ESS Leave Request</b>                      Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b> Add a New Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with 041691                      Empl Record =                      Leave Request ID begins with</p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History                      Limit the number of results to (up to 300): 300</p> <p><b>Search</b> Clear Basic Search Save Search Criteria</p>

Step	Action	Screenshot
3	Under <b>Search Results</b> click on the Leave Request ID of the leave you want to modify or cancel.	
4a	<p><b>If you are canceling a leave of absence:</b></p> <p>Click on the <b>Leave &amp; Time Action</b> tab.</p> <p>Select <b>Delete Request</b> from the pull down menu that follows <b>Leave Request Status</b>. Then click <b>Cancel</b>.</p> <p>The approvers will receive a system notification that your leave of absence has been canceled.</p>	

Step	Action	Screenshot
4b	<p><b>If you are modifying a leave request:</b></p> <p>Make updates to your leave request on each applicable tab, including the appropriate forms, with a new attestation and attestation date.</p> <p>On the <b>Leave &amp; Action Tab</b>, click on the pull down menu next to <b>Leave Request Status</b>.</p> <ul style="list-style-type: none"> <li>• If there is a check in the box in front of <b>Leave Request Loaded</b>, select <b>Amend Loaded Request</b>.</li> <li>• If there is not a check in the box in front of <b>Leave Request Loaded</b>, select <b>Amend Unloaded Request</b>.</li> </ul> <p>Then click <b>Submit Request</b>.</p> <p>Your leave will be circulated to the approvers and you will be notified when your leave has been approved.</p>	