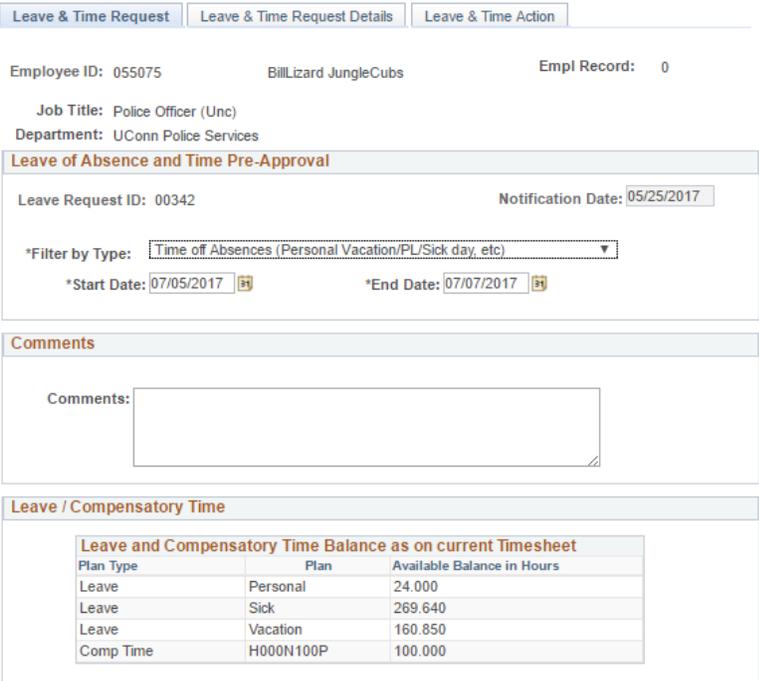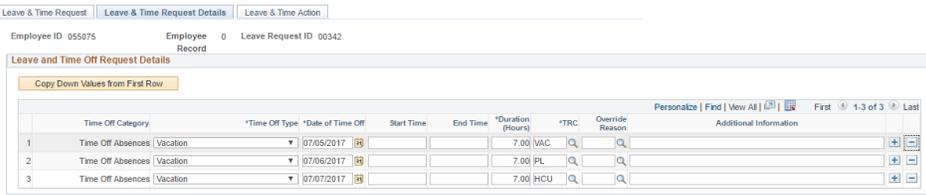# University of Connecticut
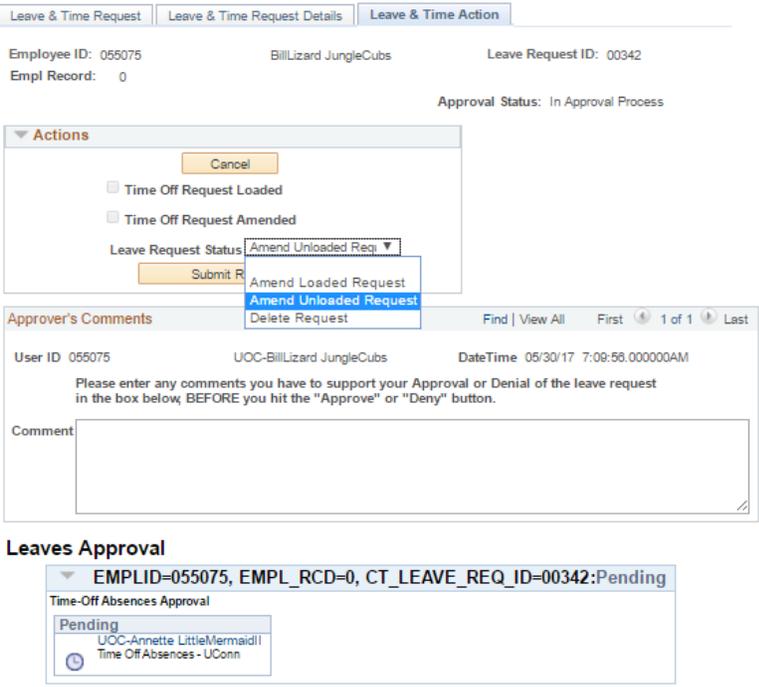
Modifying or Cancelling a Leave Request: Time Off Requests

Overview   Employees will use this job aid to modify or cancel an already submitted request for time off, such as vacation and medical appointments, in Core-CT.

Process Steps

Step	Action	Screenshot
1	Navigation Home Screen: **Click Submit or Modify Leave Request from the portal landing page.** Navigation In Menu: **Main Menu > Core-CT HRMS > Self Service > Leave Management > Leave Request**	
2	On the **Submit or Modify Leave Request** page, click the **Find an Existing Value Tab.** Your employee ID will auto-populate and cannot be changed. You can search for your leave multiple different ways including strictly by employee number (all of your leaves will be returned), by Empl Record, or by leave request ID (the unique ID given to your specific leave). Enter your search criteria and click **Search.** If you search by employee number only, the list of your leaves will show below. Click on the leave which you want to modify.	

Step	Action	Screenshot
3	After clicking on the leave, you will be taken to the **Leave & Time Request** tab. If you are modifying the **start** and/or **end dates** of your leave, enter the new dates on the **Leave &Time Request** tab. Once complete, move to the **Leave & Time Request Details** tab. If you are only modifying the number of hours being taken on your leave or the Time Reporting Codes, move directly to the **Leave & Time Request Details** tab. If you are cancelling your leave, move directly to the **Leave & Time Action** tab.	
4	If you modified the **start** and/or **end dates** of your leave on the **Leave &Time Request** tab, update the dates to reflect your new requested dates. The last row must be the **End Date** entered on the **Leave and Time Request** tab. <u>Please delete any days you are not scheduled to work</u>. If you are modifying the number of hours being requested, update the **Duration**. Move to the **Leave & Time Action** tab.	

Step	Action	Screenshot
5	On the **Leave & Time Action** tab, review the time off request you are submitting. Ensure the modifications you have made are reflected here. When you are ready to submit, review the check boxes under the submit button. If the **Leave Request Loaded** check box is checked, in the drop down **Leave Request Status**, select **Amend Loaded Request**. If the **Leave Request Loaded** check box is unchecked, in the drop down **Leave Request Status**, select **Amend Unloaded Request**. Click **Submit**. If you are cancelling your leave, in the **Leave Request Status** drop down, select **Delete Request.** Click **Cancel.**	
6	For leave modifications, an email notification will be sent to your supervisor to review and approve the request. If approved, your timesheet will be auto-populated with the requested time off. Edits made to your timesheet in Time and Labor will not be reflected in the Leave Request module. For leave cancellations, an email notification will be sent to your supervisor to alert them to the cancellation. No additional action will be required by your supervisor. If your leave request had been loaded to Time and Labor, your timesheet will be reverted back to REG time.	