


How to Cancel a Time Off Request in Skyward

If the request is still “waiting to be approved” only the employee can delete the request

Employee Access > select “Request Time Off” tile > find the request > click on the upside-down triangle to the left of the transaction date  > click on “Delete Time Off Transaction” > select “Yes, Delete.”

Transaction Date	Time Off Type Description	Time Off Reason Description	Transaction Type	Days	Description	Status
11/04/2021	Local Sick	Sick Family	Used	-1.00000	Sick Family	Waiting for Approval

If the request has already been approved it can be reversed by the employee or Sub Manager

The employee/Sub Manager will enter the exact same request and put a negative in the “Days” (-1, -.5 or -.25) and then also indicate in the description “cancelling request.”

If the employee is cancelling then the approver will “Approve” the request and it will cancel out the original request and put the leave day back in the employees leave balance.

If the Sub Manager enters the negative request it will put the leave day back in once you press Save.

Transaction Date	Time Off Reason Description	Transaction Type	Days	Description	Status
11/01/2021	Sick Employee	Used	-1.00000	Sick Employee	Approved
11/01/2021	Sick Employee	Used	1.00000	Sick Employee - cancelling request	Approved