

# **Reviewing & cancelling time off requests on the mobile app**

Inbr

Control Center

PLATT, Sarah 17/01/2024 05:07

0

You can review the status of your time off requests at any time and cancel both your submitted and approved requests when required (see note at end of this guide).

٢

::::

## **Review & cancel via Inbox**

1. Tap the **Inbox** icon on your home screen.

a) New notifications will appear when navigating to the inbox.
You can Go To the submitted request if it is shown under the Control Center.
b) Select View All to open inbox.

- 2. Tap the **Options** icon in the top right to view open requests.
- 3. Tap **My Requests** and your requests will display.
- You can change your filters by tapping the **Filters** icon <sup>\*/\*</sup> to see requests that have been cancelled etc.
- 5. To see more detail, tap to tick the **checkbox**.
- 6. Tap Show Detail.
- 7. Tap Hide Detail to go back.





2

• **Ö**•10



#### SmartPay Training – UKG Mobile App

#### To cancel a request:

- 8. Tap to tick the **checkbox**.
- 9. Tap More Actions.
- 10. Tap Cancel.
- 11. Tap **Cancel Request**.

**Be careful**: you will not be prompted to confirm.



12. You will see a notification to confirm the cancellation (see note at end of this guide).

#### Tap Done.

You'll be returned to the list of your requests – this may be empty depending on whether you have any active requests or not.

Remember to change your **Filters**  $\frac{1}{2}$  to see cancelled requests.

8:08 €	8:08 €	8:09 €
← Control Center	← Control Center	← Control Center
Concell Request X Concell Request V V V V V V V V V V V V V V	Control Center	Control Center      Request Statuses     Af Status     As Status     Approved     Approved     Approved     Approved     Concel Approved     Concel Approved     Concel Submitted     Concel Submitted     Minimized     Offered     Offered     Offered
Jary Dury (Hul) 1 Day Malay (2002)204 Mana Diana Cartha Harry Mana Diana Satuka Harry	12 Rome Roto Search Mercu	Refused     Separate     Separate     Separate     Separate     Rome     Polox     Separat     Mone     Polox     Separat     Monu

### Review & cancel via your calendar

- 1. Tap the **My Schedule** tile on your home screen.
- 2. Tap the **Filter**  $\stackrel{=}{=}$  icon
- 3. Unselect the filters and tap on In Progress to view open requests. Select Apply.







#### SmartPay Training – UKG Mobile App

The filter will display all your leave requests and their status (e.g., submitted)

- 4. Select the **[Submitted]** leave request to cancel.
- To cancel the request:
- 5. Tap Cancel Request.

**Be careful**: you will not be prompted to confirm.

3:08	3:09	3:42 ₊ıl 🗢 i
← My Calendar	← My Calendar	← My Calendar
Request • 🛱	× Your request	Request -
January 2024 🛩	Details History	january 2024 🗸
↑ Load more	<ul> <li>[Submitted] Jury Duty (13:00-15:00)</li> </ul>	4 Φ <sup>Φ</sup> 0830Z2 08:30-17:06 [8.60]
ris 5 Today ⊘ (Submitted) Jury Duty(1300-15:00)	Requested date Fri 05/01 Paycode • Jury Duty (Hours)	Pri         Today           ●         083022           083017266 [8.66]
January 08 - 14 January 15 - 21 January 22 - 28	Cancel request	<ul> <li>08:30-12:15 [3:75]</li> <li>AU/ENR/MWE/FMG/KTA/RET/BAR/S/</li> <li>12:15-12:35 [1:00]</li> <li>AU/ENR/MWE/FMG/KTA/RET/BAR/S/</li> <li>Break Unpaid</li> </ul>
January 29 - February 04		<ul> <li>13:15-17:06 (3.83) AUXINIARWOTHIGKTAVRETIRARIS</li> <li>Cancelled jury Duty (13:00-15:00)</li> </ul>
↓ Load more		Sot 6 OFF 08:30 - 16:06 [7.60]
	♠ □	♠ 🖬 ৫ ≡

**Note**: If you cancel time off that has already been approved, your manager will need to approve the cancellation before your leave accruals will update.

