
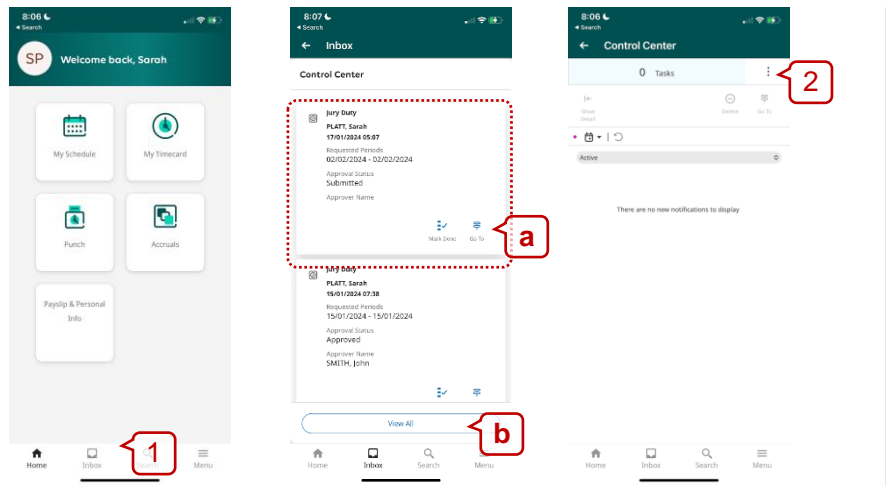



Reviewing & cancelling time off requests on the mobile app

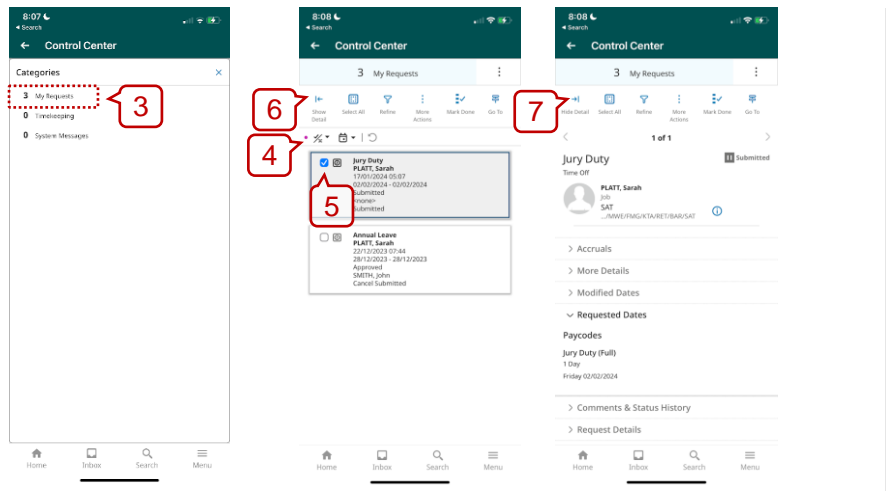
You can review the status of your time off requests at any time and cancel both your submitted and approved requests when required (see note at end of this guide).

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.
4. You can change your filters by tapping the **Filters** icon  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.

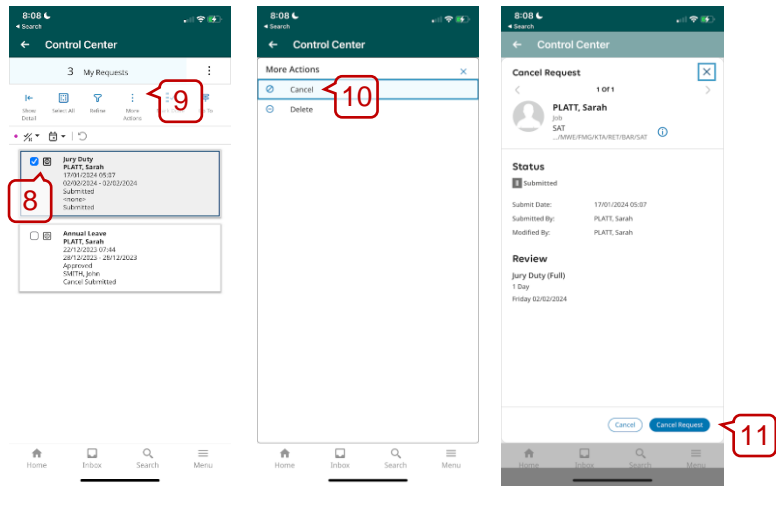


SmartPay Training – UKG Mobile App

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.

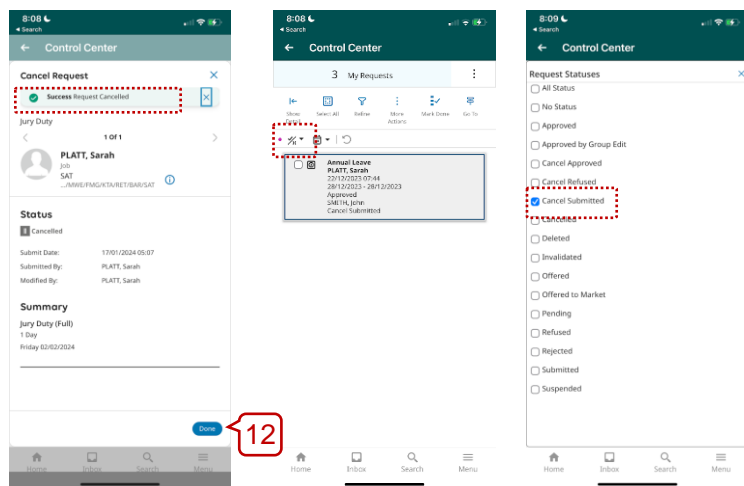


12. You will see a notification to confirm the cancellation (see note at end of this guide).

Tap **Done**.

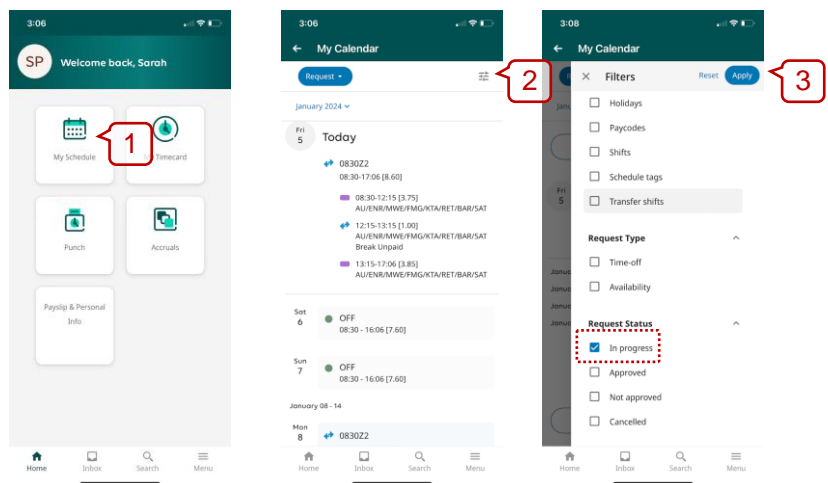
You'll be returned to the list of your requests – this may be empty depending on whether you have any active requests or not.

Remember to change your **Filters** to see cancelled requests.



Review & cancel via your calendar

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



SmartPay Training – UKG Mobile App

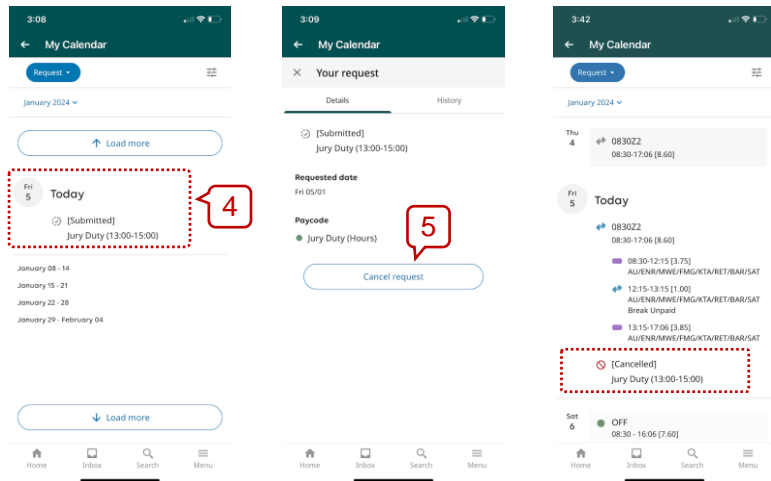
The filter will display all your leave requests and their status (e.g., submitted)

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.



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.