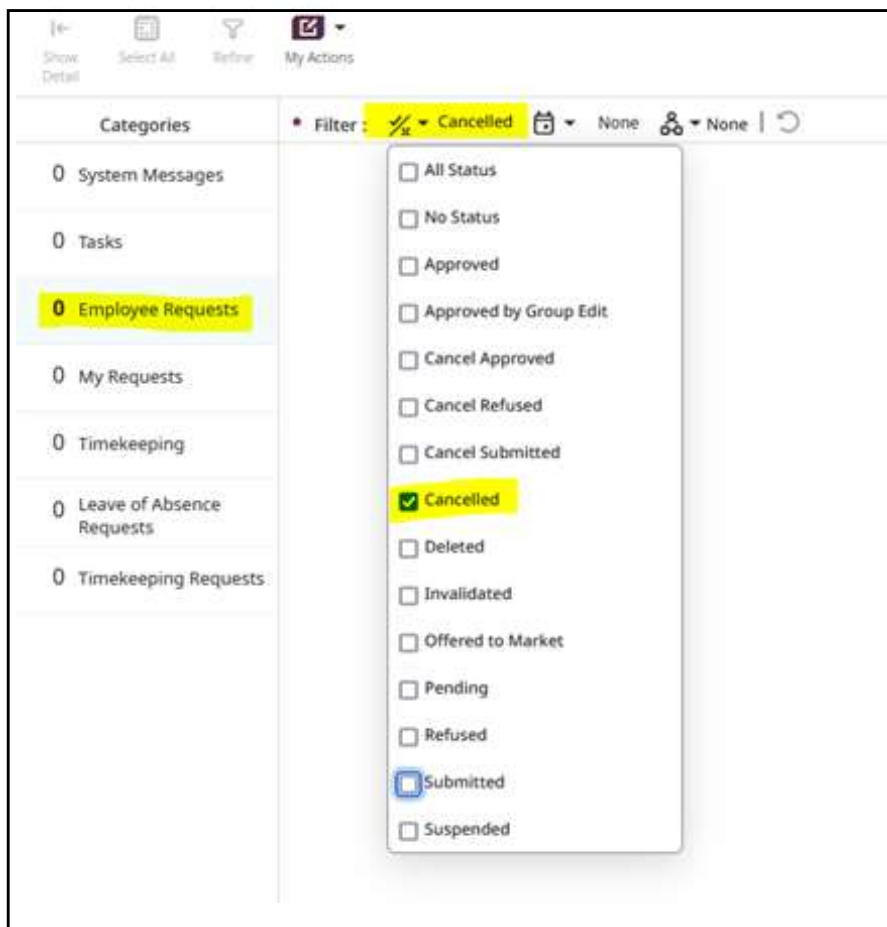


Clear Notifications for Cancelled Requests

Time Approver - Clear Notifications for Cancelled Requests from UKG Control Center

Time approvers receive this error because the time off request was previously cancelled. When going to the Control Center in UKG, filter the checkboxes to include "Cancelled".

1. On your UKG home screen, click on the bell icon, located at the top right hand of your home screen.
2. Select **Employee Requests**.
3. Filter the time off statuses to only display "**Cancelled**".



4. Press the delete button on the top right hand of the screen.
5. Delete each request individually until all notifications are clear.

