How to Request and Cancel Time Off Requests - Exempt

This job aid explains how to Request Time Off, View a Request and/or Cancel a Submitted or Approved Request for Time Off.

Request time off

Time off is requested via My Calendar in UKG.

Select **Main Menu ➝ My Information ➝ My Calendar.**

1. **In the calendar, select the start date of your request.**
2. **Select Request, then select Time-off.**
3. **Select the Type of Time Off.**
4. **Select Apply.**
5. **Review the Dates field & select additional dates if necessary.**
6. For Duration - **Select Full Day, 1st Half or 2nd Half.**
   a. NOTE: Sick Time/Family Care have additional choices*
7. **Select Review to add a comment.**
8. **Select Submit.**
9. **A confirmation panel appears.**
10. **Select Done.**

*For Sick Time or Family Care, you can select Hours or Full Day. If entering hours, always use **8am** for the start time then enter the Duration of time used.
Cancel Approved or Submitted Time Off Requests

If the time off request is already submitted and you need to verify the status of the request, you will find it easily on the My Calendar page.

From your Home page, access the Main Menu and select My Information > My Calendar.

1. Under My Schedule, you will see a list of all approved, canceled, and submitted time off requests.
2. You can review the request by clicking on it to view more details.
3. You can cancel the request by clicking Cancel request.

Your supervisor will need to approve the cancellation request. Once this is approved, the time will be added back to your accrual balances.

If you would like to cancel a time off request from a previous pay period, please email USNH.TALT-Reply@usnh.edu.