

## Supervisor Retracting Employee Time Off Request Updated 10.27.2020

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### Important Steps to Take When Retracting Employee Time Off Requests

1. Log into Kronos, from your Manage My Department page click on the Request Manager at the top of the page.



2. Make sure you have selected the date that the request is for. Highlight the request you want to retract. Click Retract. If this was done for a pending request no further action is needed. If you had previously approved the request, you must complete Step 3-5.



3. Go to the employee's timecard and on the  schedules, select the date that the request was approved for and right click and select DELETE from the drop-down menu.
4. Once the request has been deleted make sure to add back the employee's regular shift. You can right click on a regular shift and select COPY and paste it where the removed request was.
5. Click SAVE
6. Go back to employee's timecard to verify that the request has been removed and that scheduled hours are back in.