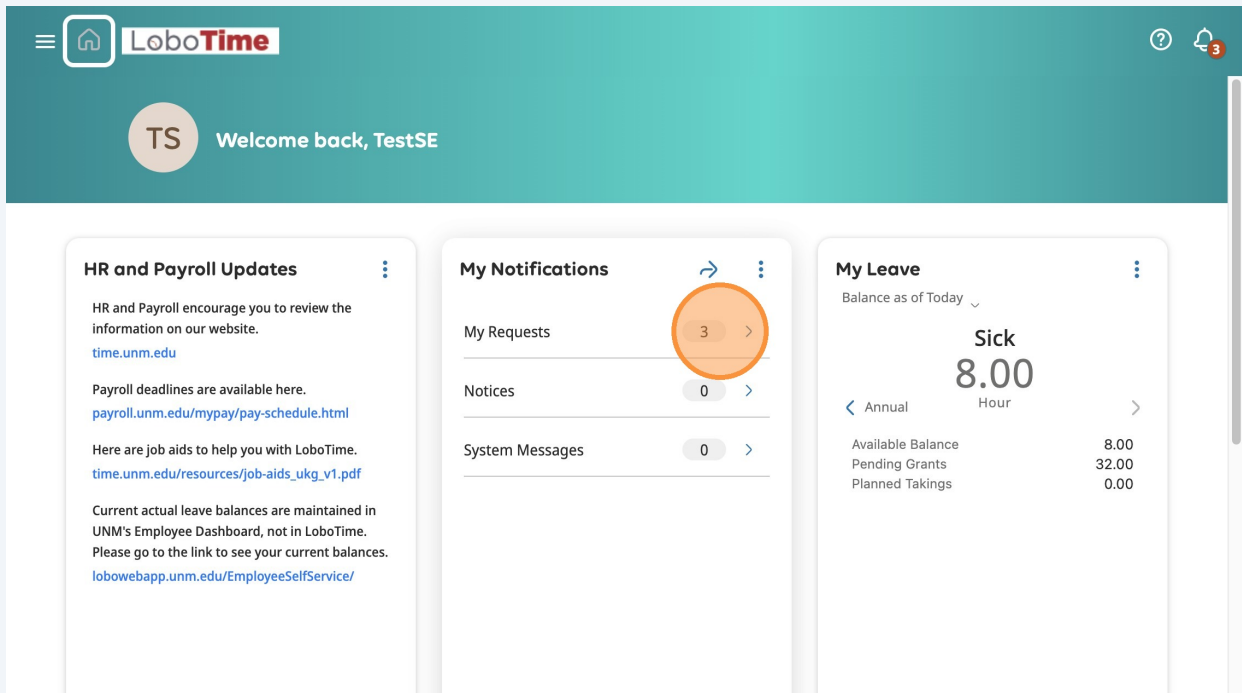


Cancel a Leave Request

Learn how to effectively manage your schedule by navigating the Kronos portal to withdraw pending time off requests. This guide provides simple instructions to help you update your leave status quickly and accurately.

1 From the **Home Page**, go to the **My Notifications** tile. Select **My Requests**.



2

Locate the request you want to cancel (status may be *Submitted*, *Pending*, or *Approved*) Click **Cancel**.

The screenshot shows the LoboTime Control Center interface. At the top, there is a navigation bar with the LoboTime logo and 'Control Center' text. Below this is a toolbar with various icons, including a circled 'Cancel' button. The main content area is divided into a left sidebar with 'Categories' (My Requests, Notices, System Messages) and a central list of requests. A request is selected and its details are shown on the right. The details view includes the request type 'Annual', employee name 'SEEOD, TestSE', and status 'Submitted'. The 'Cancel' button in the top right toolbar is highlighted with an orange circle.

3

Click **Cancel Request**.

This screenshot shows the details view of the selected 'Annual' request. The left sidebar is visible, and the central area displays the request details. On the right, there is a 'Status' section showing 'Submitted' and a 'Review' section showing the request details for Thursday 4/09/2026 from 8:00 am to 4:00 pm. At the bottom right of the details view, there are two buttons: 'Cancel' and 'Cancel Request'. The 'Cancel Request' button is circled in orange.

4 Click **Done**.

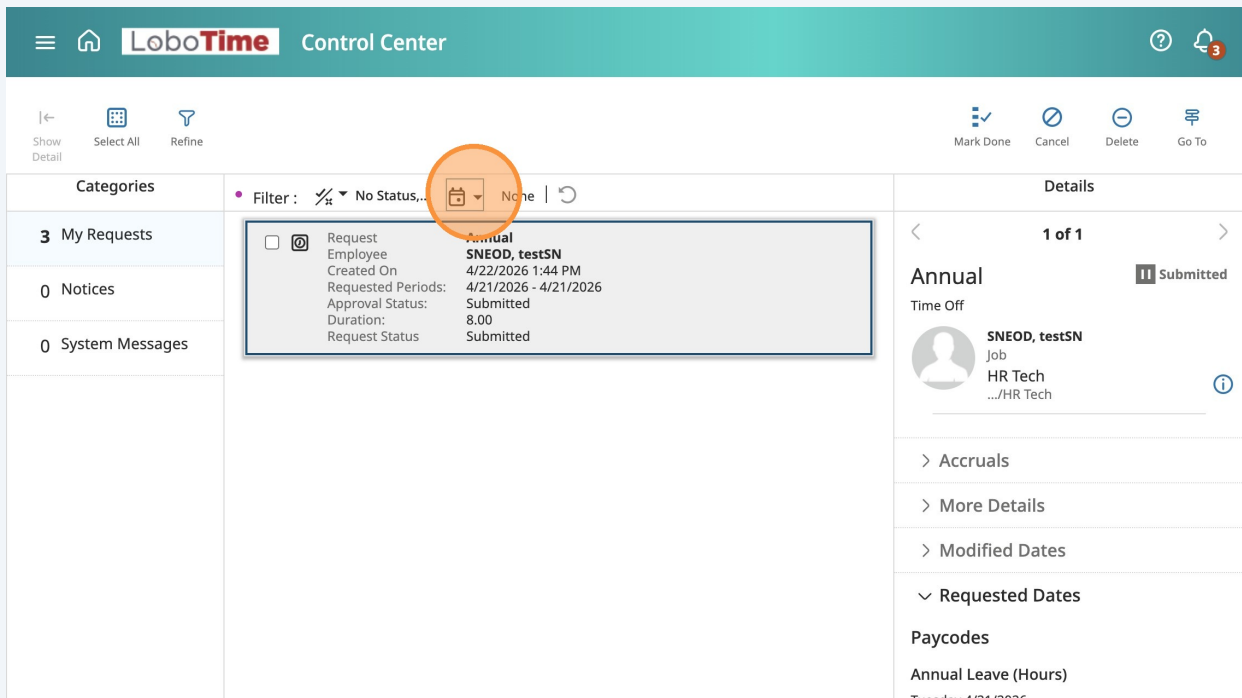
The screenshot shows a user interface with a left sidebar containing '2 My Requests', '0 Notices', and '0 System Messages'. The main area displays 'There are no notifications to display for selected criteria'. On the right, a job card for 'Training & Devt Consultant' is visible, showing status as 'Cancelled', submit date '4/10/2026 9:58 AM', and summary for 'Annual Leave (Hours)' on 'Thursday 4/09/2026' from '8:00 am-4:00 pm'. A 'Done' button is circled in orange at the bottom right of the job card.

5 Employees can click the **Filter** button to view leave requests in different statuses.

The screenshot shows the 'LoboTime Control Center' interface. The top navigation bar includes 'LoboTime Control Center' and a notification icon with '3'. Below the navigation bar, there are buttons for 'Show Detail', 'Select All', 'Refine', and 'My Actions'. A 'Filter' button is circled in orange, and a dropdown menu is open showing various status options. The 'Cancel Submitted' option is checked. The main area shows a list of requests, and the right sidebar displays details for an 'Annual Time Off' request, including the user 'SEEOD, TestSE' and the status 'Submitted'.

6

Employees can also use the **Calendar** menu to adjust the **date range** and locate the requests they are searching for.



7

Click the **Time Frame** or **Date Range** to adjust the search period.

