

How to Guide

Cancelling an Annual Leave Request in





To cancel a "**Time Away From Work Request**" open your Dayforce "**Hub**" and click on your "**Time Away List**".

Hello, Graham					
Favourites				Edit	Earnings
٤ :		520		20	•••••
Profile Time A	Attendance (Year at a Glance)	Earnings	Forms	Employee Timesheet	Next pay: in Day
Balances		Bala	nce Summaries R	equest New Time Off	
Volunteer Day	Annual Leave		Annual Leave - Prior		
2.00	201.75		0.00		
Davs	Hours		Hours		

2

Locate the dates you need to cancel and click on the down arrow for the "**Time Away From Work**" request information.

MO			Sele	ct Status to Filter: Displa	ny All	Ŧ	
esday, 22 April 2025 Jual Leave	Requested Monday, 17 February 2025	Approved by Manager, Graham 000001	4 days	0	Approved		v
onday, 14 April 2025 Jual Leave	Requested Tuesday, 18 February 2025	Approved by Manager, Graham 000001	4 days	0	Approved	(

Scroll to the bottom and click on "Cancel Request".

All Day Half Day	volunteer Day	2.00 Days
Employee Comments		
		15
Document Privacy and Retention		
Supporting Documents that you attach may contain personal least 7 years .	al and private information and may be retained in your rec	ords for at
Supporting Documents that you attach may contain persona least 7 years . All attached documents are available to be viewed by those If you do not want this to occur, please provide the documen	al and private information and may be retained in your rec employees who can currently manage your TAFW. nt directly to your appropriate manager.	ords for at
Supporting Documents that you attach may contain persona least 7 years . All attached documents are available to be viewed by those If you do not want this to occur, please provide the document	al and private information and may be retained in your rec employees who can currently manage your TAFW. nt directly to your appropriate manager.	ords for at
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Supporting Documents that you attach may contain personal least 7 years . All attached documents are available to be viewed by those if you do not want this to occur, please provide the document Benefit History	al and private information and may be retained in your rec employees who can currently manage your TAFW. nt directly to your appropriate manager.	I Agree
Supporting Documents that you attach may contain personal least 7 years . All attached documents are available to be viewed by those If you do not want this to occur, please provide the document Benefit History	al and private information and may be retained in your rec employees who can currently manage your TAFW. nt directly to your appropriate manager.	I Agree



3

You will return to your "**Time Away List**" where you will note your request now shows as "**Cancellation Pending**".

		Select St	atus to Filter: Dis	play All 🔻	
oruary 2025	Approved by Manager, Graham 000001	4 days	0	Approved	~
bruary 2025	Approved by Manager, Graham 000001	4 days	8	Cancellation Pending	\sim



Your Line Manager will now get a notification in Dayforce to approve the cancellation of your "Time Away From Work" request You will receive a "**Message**" in Dayforce to alert you to any cancellations. You will see a red dot on the "**Message Centre**" icon indicating there is an unread message. Click on the envelope icon to access your messages.

	Messages
Earnings	View Pay Details
Earnings Last Pay:	View Pay Details
Earnings Last Pay:	View Pay Details



Click on the message from your Line Manager regarding your "**Time Away From Work**" Request. You can click on "**Back**" to view other messages, or click on the GRAHAM Logo to return to your "**Hub**" screen.

GRAHAM	Q Search Dayforce	
Inbox 2	Inbox (2 Results)	
 Reports Notifications 2 Actions Drafts Sent 	Manager, Graham O TAFW Request Has Been Approved D Employee, Graham O Your Day force password has been changed	 ← Back ➡ Delete ➡ Mark as Unread ➡ Print. ➡ TAFW Request Has Been Approved From: ➡ Manager, Graham 000001 To: Employee, Graham 000002
Ĵ Trash		Employee, Graham 000002, The following time off request has been approved: Affected Employee: Employee, Graham 000002 Reason: Annual Leave Net Hours: 29.75 Time Start: 22/04/2025 00:00:00 Time End: 26/04/2025 00:00:00 Comment: Log into Dayforce to view this request in full.

5

Click on your "**Time Away List**", where you will see the status of your request is now showing as "**Cancelled**", and you can click on the down arrow to view the details. If you have finished you can click on the GRAHAM Logo to return to your "**Hub**" screen.

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Favourites	List Attendance (Year Earnings	Forms	Edit 20 Employee	Earnings Last Pay:	vi
Balances	В	alance Summaries	equest New Time Off		
Volunteer Day	Annual Leave	Annual Leave - Prior			
2.00	232.75	0.00			
Davs	Hours	Hours			

Approved by	2025	Manager, Graham 000001	4 days	0	Approved	×
2025 Manager, Graham 000001 4 days S Canceled	2025	Approved by Manager, Graham 000001	4 days	8	Canceled	

You have now successfully cancelled an annual leave in Dayforce

If you have any questions please contact your HR team

7