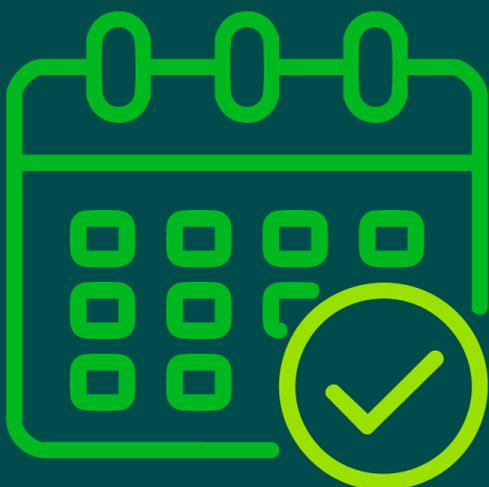


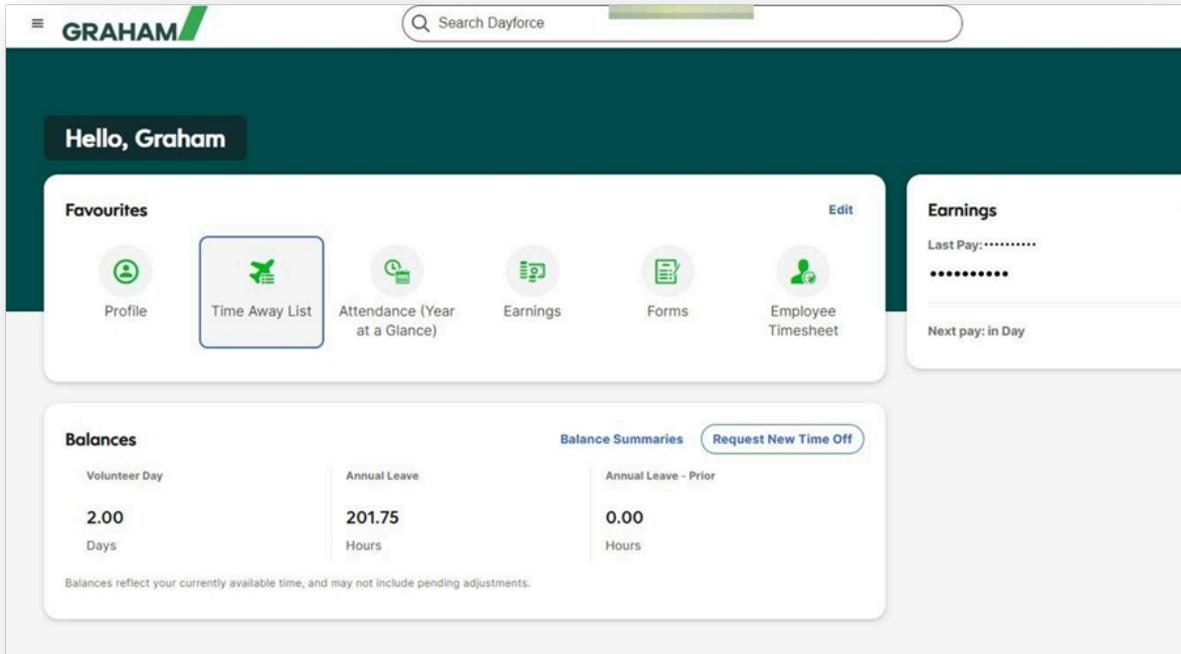
## How to Guide

# Cancelling an Annual Leave Request in

 dayforce



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



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



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

Type of Request

All Day Half Day

Annual Leave - Prior 0.00 Hours  
Volunteer Day 2.00 Days

Employee Comments

Document Privacy and Retention

Supporting Documents that you attach may contain personal and private information and may be retained in your records for at least **7 years**.  
All attached documents are available to be viewed by those employees who can currently manage your TAFW.  
If you do not want this to occur, please provide the document directly to your appropriate manager.

I Agree

Benefit History

Cancel Request

Submit Close

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

Dayforce

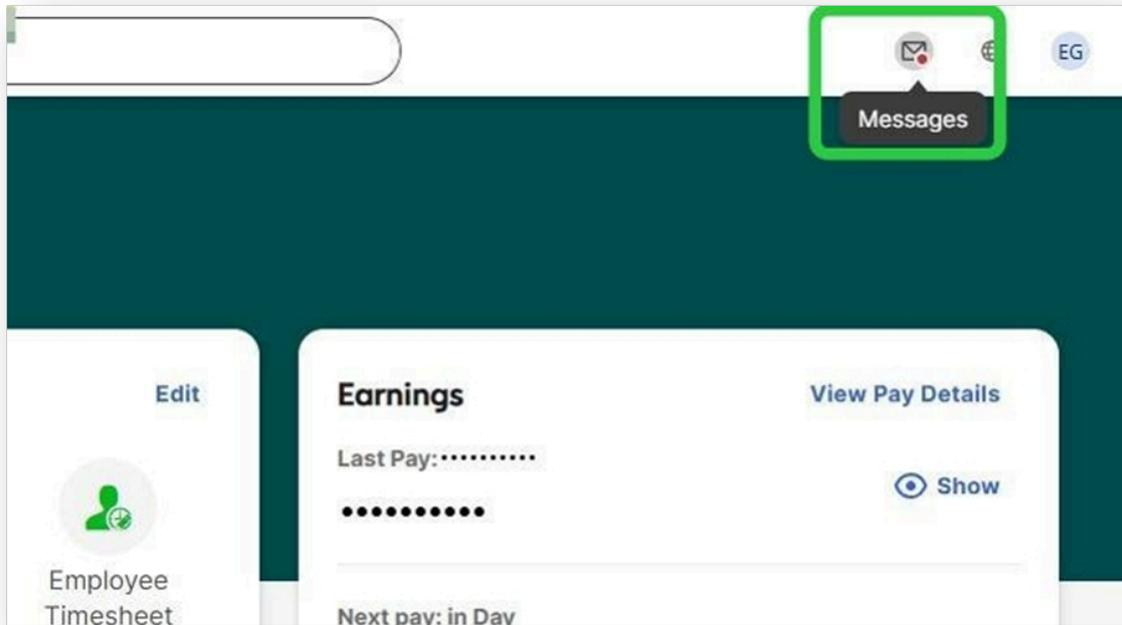
Select Status to Filter: Display All

bruary 2025	Approved by Manager, Graham 000001	4 days	Approved
bruary 2025	Approved by Manager, Graham 000001	4 days	Cancellation Pending

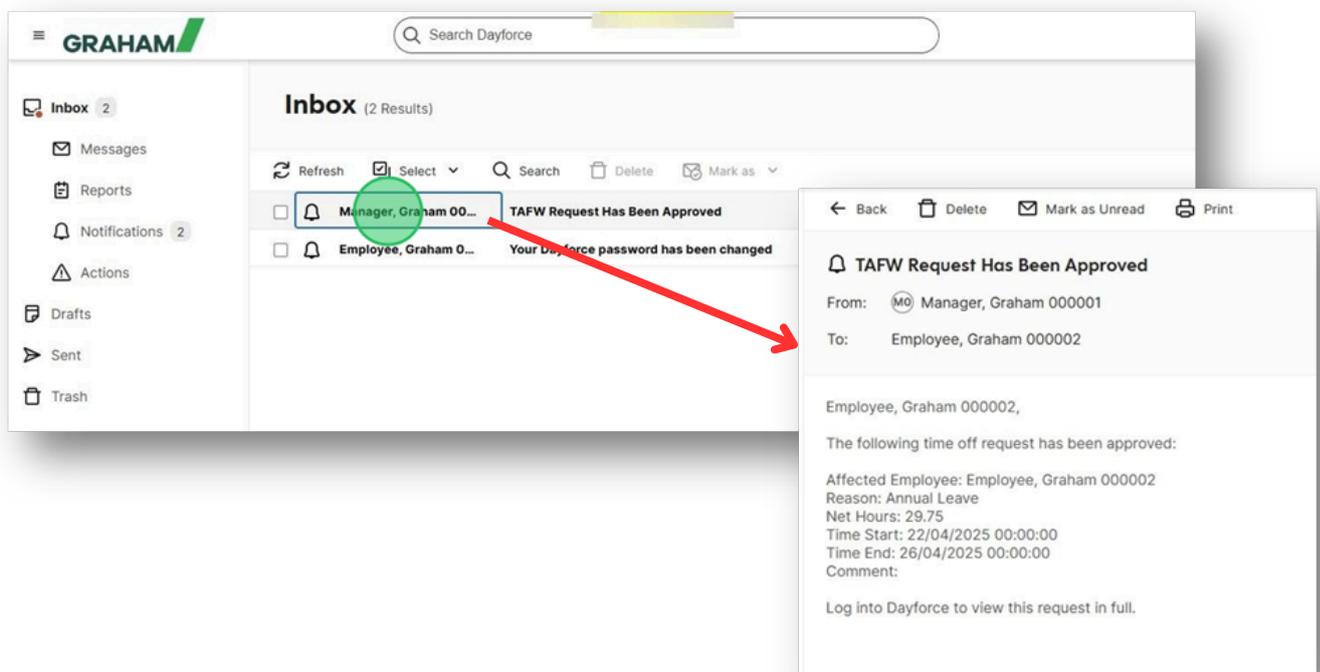


Your Line Manager will now get a notification in Dayforce to approve the cancellation of your "Time Away From Work" request

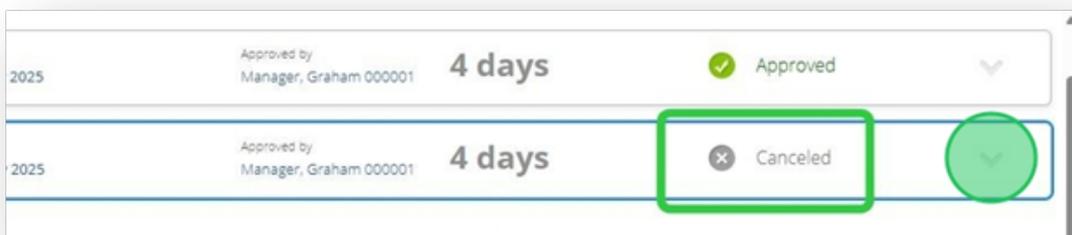
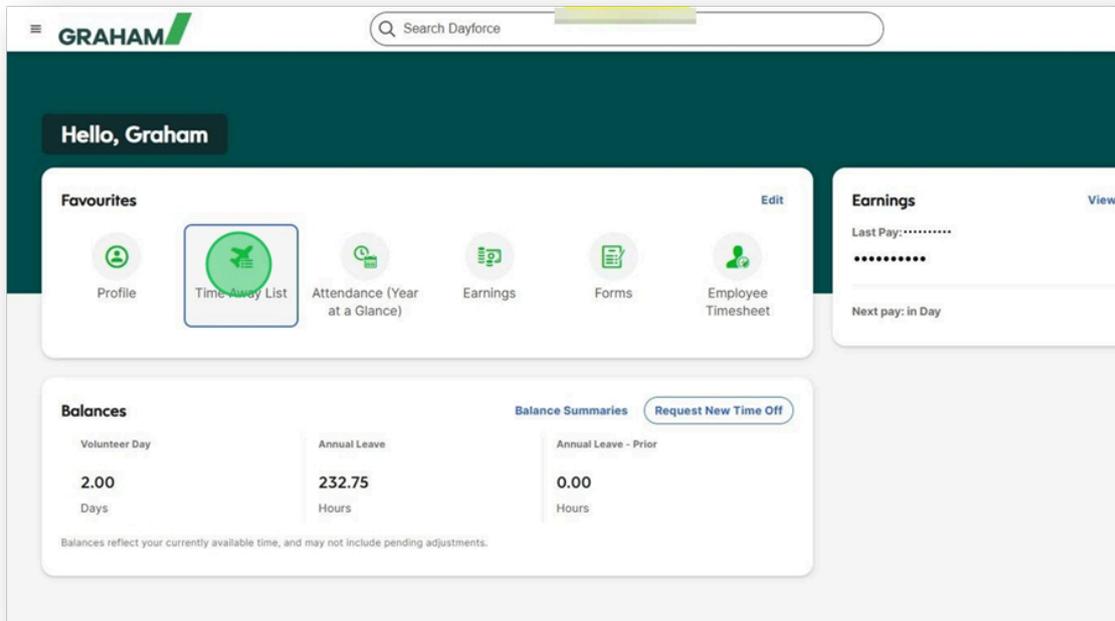
- 5 You will receive a **"Message"** in Dayforce to alert you to any cancellations. You will see a red dot on the **"Message Centre"** icon indicating there is an unread message. Click on the envelope icon to access your messages.



- 6 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.



7 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.



**You have now successfully cancelled an annual leave in Dayforce**

If you have any questions please contact your HR team