

Follow these steps to delete a leave request on behalf of an employee through Manager Self Service.

1. In the Detailed Navigation window, under My Team > Employee Information, select General Information. Next, select the employee for whom you wish to delete a leave request from the Employee Search area, by clicking on his or her name.

Welcome msstrain5,	MyS powered by	CEmploy	ee				
Welcome Employee Self-S	Service M	anager Self-Service	ser Access				
Overview Organizational	Chart						
IO)	•						
Detailed Navigation		Employee Search					
 ► My Work Overview Tasks and Alerts ▼ □ My Team 	•	Employee Selection: Dire Display: Organizational	ect Reports				
Team Overview							Filter On
Employee Information General Information	n	Name	🔶 Personnel Number 🕀	Manager 🕀	Position 🔶	Organizational Unit 🗦	Cost Center 🔶
Compensation Inform	ation	Oscar Alfonso Bermud	<u>ez</u> 0002116	Keith Teddy Cortes	PROGRAM MANAGER II	LABORATORY	COMMISSIONER'S OFFIC
E Employee Working Time	es	Ezekiel Asmey Roper	10002536	Keith Teddy Cortes	PROGRAM MANAGER I	CONS SVS FIELD SPECS	COMMISSIONER'S OFFIC
My Organization		Leo Kenny Fenton	10002681	Keith Teddy Cortes	PROGRAM MANAGER I	FOOD SAFETY & COMPL	COMMISSIONER'S OFFIC
My Reports		Kermit Lance Zapata	10002306	Keith Teddy Cortes	PROGRAM COORDINATOR I	METROLOGY LABORATORY	COMMISSIONER'S OFFIC
	_						
						Data as of 9/27	/2010, 1:00:00 PM Refresh

Note: Use the arrow buttons circled in black in the above image to navigate up or down if the name of the employee for whom you want to delete a leave request is not shown in the initial list displayed. You can also select your indirect reports by changing the drop down menu in the Employee Selection (circled in black in the above image) to Employees from Organizational Structure.

Related Activities Self-Service for My Employees Record Working Time Maintain or display time sheets for your employees. 2. Select Enter Leave Request from the Related Activities menu Addresses and Emergency Contact Information (circled in the image at right), which is located in the bottom Maintain or display addresses and emergency contacts for your employees. right section of the screen to launch a new window. Personal Data Display personal data for your employees. **Display Quota Balances** uota balances for your employees Enter Leave Request ster a leave request for your employees. NOTE: You will still need to approve the leave request as a separate process.

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3. In the new window, click on Show Overview of Leave (circled in red in the image below).

🏉 Leave Re	quest - SAP NetWeav	ver Portal - Windows In	ternet Explorer	
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Leave Re	quest			
Displa	1	2 3 and Send Completed		
<u> Hide</u> LINK TO H	Calendar Show Tim	e Accounts	view of Leave	
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Done			🗸 Trusted sites	🔍 100% 🔻 🛒

4. Select the leave request you would like to delete by clicking the blue box in the left-most column of the same row on which it is listed. The information for that leave request will appear in the lower portion of the screen. Click the Delete button to initiate deletion of the selected leave request.

Lea	ve Request				
Ţ	1 Display and Edit	Review	2 and Send	3 Completed	-
•	Show Calendar	Show Tim	ne Accounts	✓ <u>Hide C</u>	ve
LINK	TO HELP DOCUME	NTS			
Leav	ve Since: 1/1/201	0 👘	Display		
	Type of Leave	From	То	Status	U
(A.Annual Leave	8/27/2010	8/27/2010	Approved	4
	A.Annual Leave	8/20/2010	8/20/2010	Approved	7
	A.Annual Leave	8/17/2010	8/17/2010	Approved	1
	A.Sick Leave	8/11/2010	8/11/2010	Approved	
	A.Annual Leave	8/6/2010	8/6/2010	Approved	7
	Row 1	of 42 💌	¥ ¥		
Тот	equest or report	t leave, ente	er the requi	ired data an	d
Туре	e of Leave: A.	Annual Leav	e	-	
Date	e: 9/	28/2010	То	9/28/2010	

Lea	ave Request								
•	1 2 3 Display and Edit Review and Send Completed								
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	Type of Leave	From	То	Status	Used				
	A.Annual Leave	8/27/2010	8/27/2010	Approved	4.50 Hours				
	A.Annual Leave	8/20/2010	8/20/2010	Approved	7.50 Hours				
	A.Annual Leave	8/17/2010	8/17/2010	Approved	1.50 Hours				
	A.Sick Leave	8/11/2010	8/11/2010	Approved	2 Hours				
	A.Annual Leave	8/6/2010	8/6/2010	Approved	7.50 Hours				
	Row 1	of 42 💌	¥ ¥						
Su	hmit New Request								
00	bine from receptor								
You	I have selected th	ne following	g leave:						
Тур	e of Leave: A.Anr	nual Leave							
Date	Date: 8/27/2010 😰								
Time	e: 12:00	PM To	4:30 P1/						
Dura	ation:	4.5 Hours							
<	Previous Step Change Delete								

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5. When you reach the next step, Review and Save, select Review to take a final look at the request you have selected and ensure it is the one you need to delete.

Leave Request																										
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	38	12	13	14	15	16	17	18		42	10	11	12	13	14	15	16		47	14	15	16	17	18	19	20
	39	19	20	21	22	23	24	25		43	17	18	19	20	21	22	23		48	21	22	23	24	25	26	27
	40	26	27	28	29	30	1	2	4	44	24	25	26	27	28	29	30	1	49	28	29	30	1	2	3	4
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6. Once you have checked to make sure that the request you have selected is the one you need to delete, click the Send button or the Delete button to finalize. The Delete button appears when deleting requests that have not yet been approved; the Send button appears when deleting requests that have been approved already. You will then receive a confirmation notice to let you know the leave deletion request has been sent.

Leave Request							
Display and	2 3 I Edit Review and Send Completed						
You want to d	lelete the following leave: Delete: A Annual Leave						
Date:	on Friday, August 27, 2010						
Time:	from 12:00 PM to 4:30 PM						
Duration:	4.5 Hours						
Approver:	CORTES, KEITH						
To send the lear Previous Ste	ve request to the next processor, choose Send. You can check the processing status of the request in the overview of leave.						

Leave Reques	st
Display and	2 3 Edit Review and Send Completed
The leave i	request has been sent.
You have requ	lested the following leave:
Type of Leave:	A.Annual Leave
Date:	on Friday, August 27, 2010
Time:	from 12:00 PM to 4:30 PM
Duration:	4.5 Hours
Approver:	CORTES, KEITH

Note: If the leave request you just deleted was already approved, a task will appear in the universal worklist , indicating that you need to approve the request's deletion.