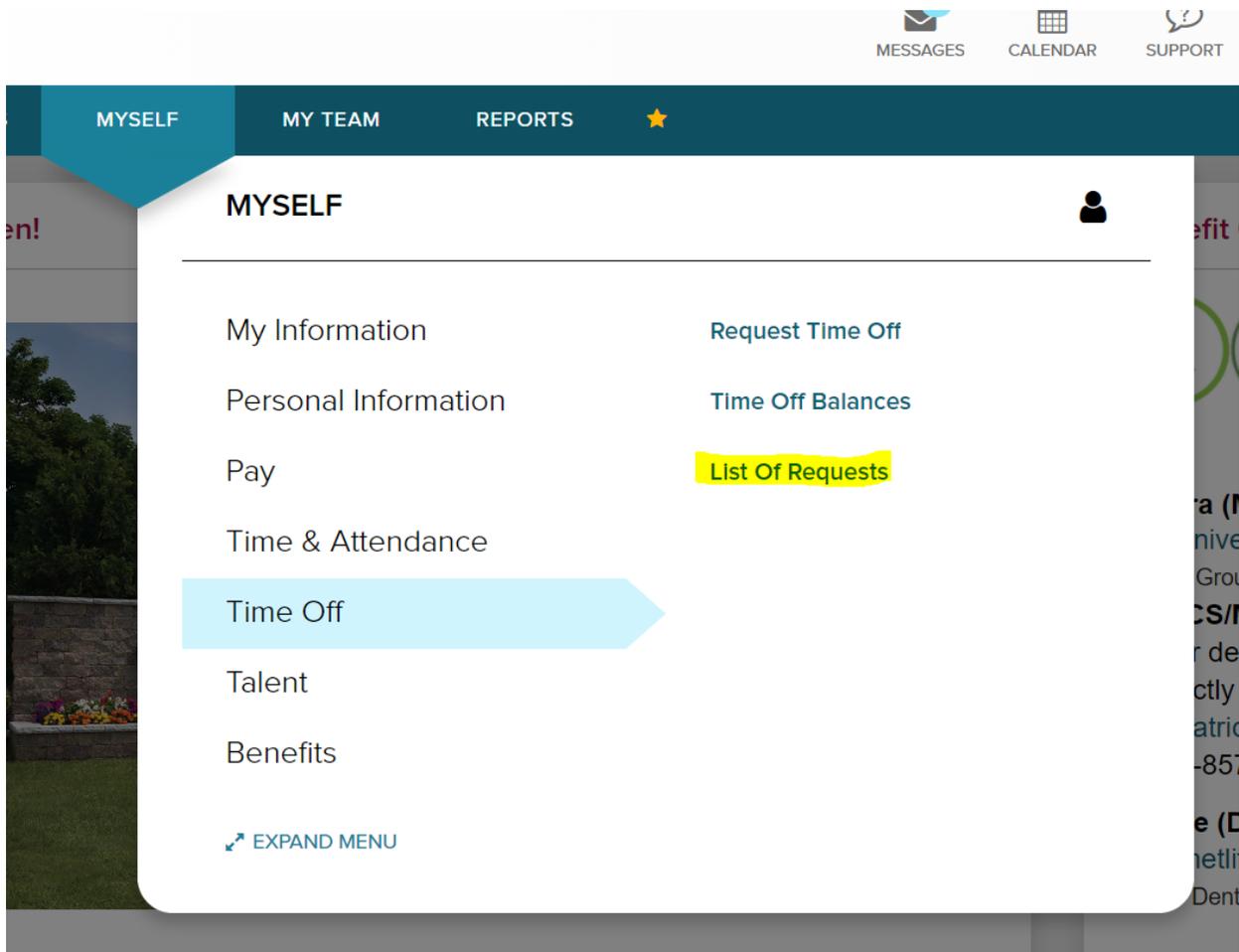


HOW TO CANCEL A TIME OFF REQUEST IN ADP:

STEP 1: MYSELF/TIME OFF/LIST OF REQUESTS



STEP 2:

ENTER THE DATE RANGE OF THE REQUEST YOU NEED TO CANCEL AND TYPE OF REQUEST, IE VACATION, FLOATING HOLIDAY, ETC.

CLICK ON APPROVED REQUESTS

The screenshot shows the 'List Of Requests' page. At the top, there is a navigation bar with 'HOME', 'RESOURCES', 'MYSELF', 'MY TEAM', and 'REPORTS'. A search bar on the right says 'Search Workforce Now:'. Below the navigation, the page title is 'List Of Requests'. There are filters for 'Requests From' (02/01/2021), 'Requests To' (07/02/2022), and 'Request Type' (Floating Holiday Salaried Staff). A 'CREATE TIME OFF REQUEST' button is visible. Below the filters, there are four summary cards: '0 Pending Requests', '2 Approved Requests' (highlighted in yellow), '0 Denied Requests', and '0 Canceled Requests'. At the bottom, a table header is visible with columns: EMPLOYEE NAME, POSITION ID, SUBMITTED ON, REQUEST PERIOD, TIME OFF POLICY, AMOUNT, STATUS, LAST REVIEWED BY, COMMENTS, and ACTIONS.

STEP 3:

CLICK ON 3 DOTS UNDER THE ACTIONS COLUMN NEXT TO THE REQUEST YOU WANT TO CANCEL; SELECT CANCEL

The screenshot shows a single row in the table. The columns are: EMPLOYEE NAME (redacted), POSITION ID (K9K997088), SUBMITTED ON (02/01/2021), REQUEST PERIOD (03/18/2021), TIME OFF POLICY (Floating Holiday Salaried Staff - Floating Holiday - Salary), AMOUNT (7.00 hours), STATUS (Approved), LAST REVIEWED BY (Rood, E - 02 21), COMMENTS, and ACTIONS. The ACTIONS column contains a 'VIEW/EDIT' button, a 'CANCEL REQUEST' button (highlighted in yellow), and a three-dot menu icon.