

User Guide

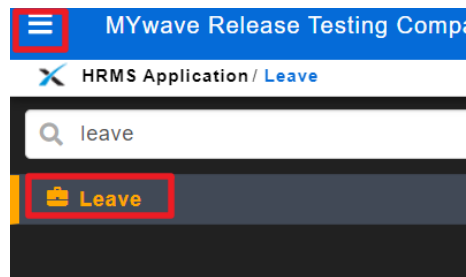
How to Cancel Leave Application (Admin)

Admin to cancel leave application on behalf of
employee(s)



HOW TO CANCEL LEAVE APPLICATION (ADMIN)

1. Go to **Leave**.



2. Scroll down to the calendar.
3. On the right-hand side, there is a filtering table.
4. Select the employee on (A).
5. Select the leave status – 'Approved' (B) if you want to view only 'Approved' leave application from the calendar.
6. At the calendar, you may click on the leave application record (C) to view details and proceed to cancel the leave application.
7. The legend of Leave Status differentiation by color as shows in (D) meaning 'green color' in the calendar represent 'Approved' leave application.

The screenshot shows the 'Calendar' view in the HRMS application. The calendar displays leave applications for August 2018. A green bar on August 13th and 14th represents an 'Approved' leave application for 'BUCKY'. The legend on the right shows the color coding for leave status: Approved (green), Pending Approval (yellow), Rejected / Canceled (red), and Drafted / Planned (blue). The 'Others' dropdown menu is set to 'BUCKY'. The 'Leave Status' section on the right shows the 'Approved' checkbox selected.

8. Once click on the leave application record in the calendar, leave details as below will be shown.
9. Click on (A) to cancel all the leave application.
10. Click on (B) to close the box.
11. Click on (C) 'X' to cancel any one date of the leave application.

Applied Leave

Application Date : 2018-09-03

Employee : BUK0001 - BUCKY
Leave Type : Contract Annual Leave (CONANL)
Taken leave(s) : 2018-08-21 2018-08-23 Full Day

Leave taken in day(s) : 3

Date	Shift	Leave Taken	C
2018-08-21	OFO-M	1 Day(s) (EL)	X
2018-08-22	OFO-M	1 Day(s) (EL)	X
2018-08-23	OFO-M	1 Day(s) (EL)	X

Leave Reason :

A X Cancel All

B X Close