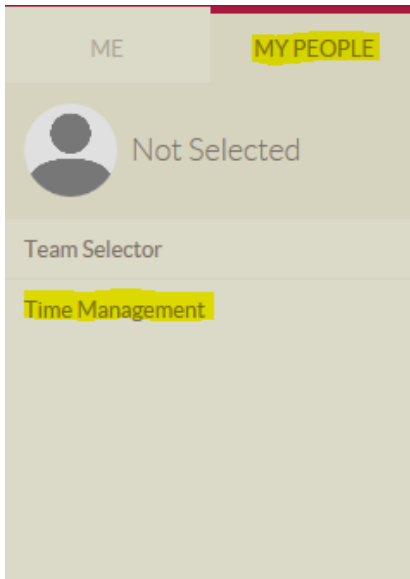
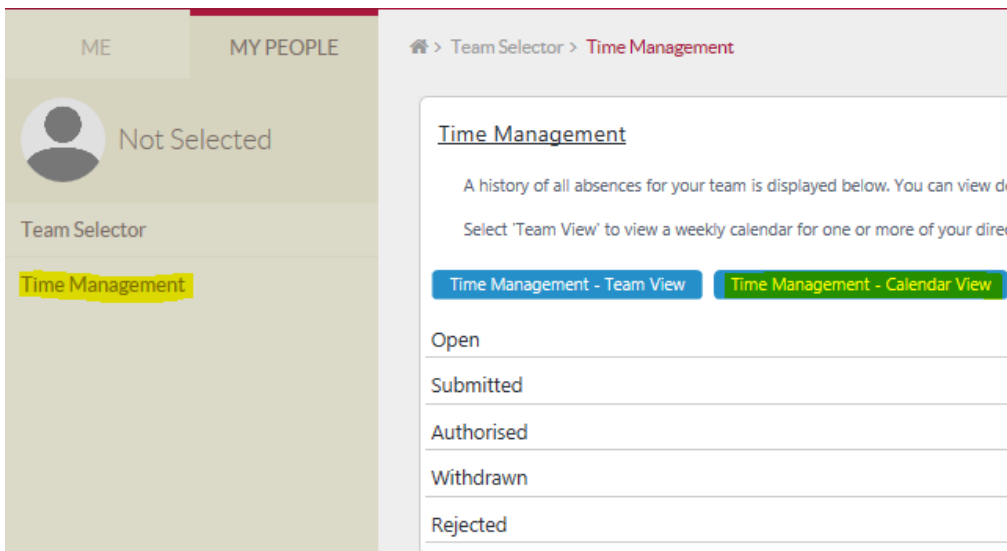


How to delete a holiday requests that has already been approved

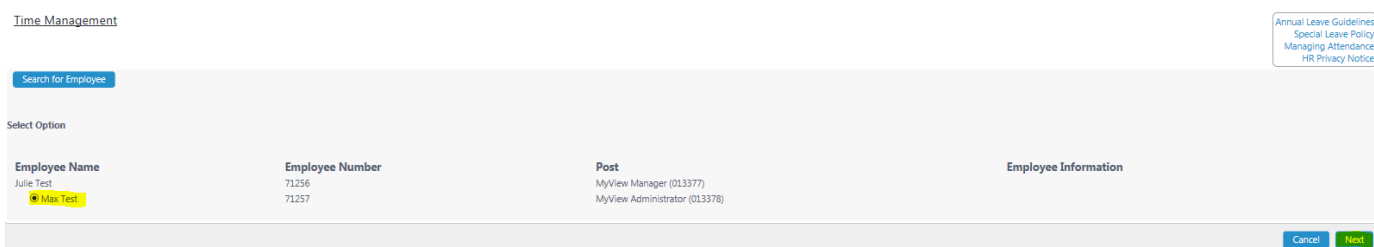
Open the My People tab



Select Time Management and select Time Management – Calendar View. (If you can't see the option Time Management. Select your Team Selector and un-select the selected employee)



Select your employee and hit next



Annual Leave Guidelines
Special Leave Policy
Managing Attendance
HR Privacy Notice

Cancel Next

Select open hols history.

Absence / Attendance

Type	Description	Action
FLEX	Flexi Leave	Request New Open FLEX History
HOLS	Holiday	Request New Open HOLS History
SICK	Sickness	Request New Open SICK History
SLPD	Special Leave - Paid	Request New Open SLPD History
SLUPD	Special Leave - Unpaid	Request New Open SLUPD History
TOIL	Time off in Lieu	Request New Open TOIL History

Find the request you wish to remove and select delete.

HOLS

Created Date	Employee	Type	Description	From	To	Action
01/08/2019	Max Test	HOL	Holiday	31/12/2019	31/12/2019	View Edit Delete