ESS Change or Delete a Rejected TOFW Request

*Use this procedure to change a leave request that has been rejected by the supervisor or by the Hourly Timekeeper/Salary Leave Administrator.*

Important items to remember:
- When a rejected leave request is changed and resubmitted by the employee, it will go through the approval process again.

1. Use Internet Explorer to log on to UC Flex at [www.ucflex.uc.edu](http://www.ucflex.uc.edu)
   a. Use your central login username and password

2. Select ESS in the navigation bar and then select **Overview Employee Self Service**

3. Select **Your Time Off From Work Request and Your Timesheet** and then select **Time Off Overview**

4. Review the **Show From** date and change as necessary by clicking the calendar icon next to the date. Select the date wanted from the calendar and hit **Apply**.
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5. To change a Rejected request, find the request in the Leave Data Overview List
   a. Click the Pen Icon in the Actions column
      i. Notes for Approver is only required when any form of sick leave is requested
      ii. Do not enter medical of HIPAA protected information here

6. If changing, make necessary changes in the leave details section and hit the check box

7. Note any error messages and make adjustments as needed
   a. If no errors exist, hit send button to resubmit for approval

8. To delete a Rejected request, find the request in the Leave Data Overview List
   a. Select the Trash Can icon in the Actions column.

9. Select Yes to confirm deletion or No to return to Overview list without deleting the request
   a. If Yes is selected, the request will disappear from the Overview list