ESS Delete a Sent TOFW Request

Use this procedure to delete a request prior to being approved or delete a request that has been rejected by the supervisor or by the Hourly Timekeeper/Salary Leave Administrator.

Important items to remember:

– Once a leave request has been approved, it can no longer be deleted by the employee. To have it removed or changed, the Hourly Timekeeper/Salary Leave Administrator must reject the request. Once rejected, the employee can change or delete the leave request. If the leave request has already been posted, the work list item is considered closed and cannot be altered. To remove a posted request, the Hourly Timekeeper/Salary Leave Administrator must be notified to manually remove the requested absence from the employee's time record. Please note that the work list item will still appear on the new "TOFW Custom Report" as posted.

– If a mistake is made on the original leave request and it has not been approved by the supervisor, the employee can either delete the request and resubmit with the correct data or request the supervisor reject the request and then change the leave request accordingly.

1. Use Internet Explorer to log on to UC Flex at 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 Create Time Off From Work Request
4. Review the **Show From** date and change as necessary by clicking the calendar icon next to the date
   a. Select the date wanted from the calendar and hit **Apply**

   ![Show From Date](image)

5. To delete a request that has not been approved by your supervisor, find the request in the **Leave Data Overview List**
   a. Select the **Trash Can** icon in the **Actions Column**

   ![Trash Can Icon](image)

6. 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

   ![Cancel Leave Request](image)