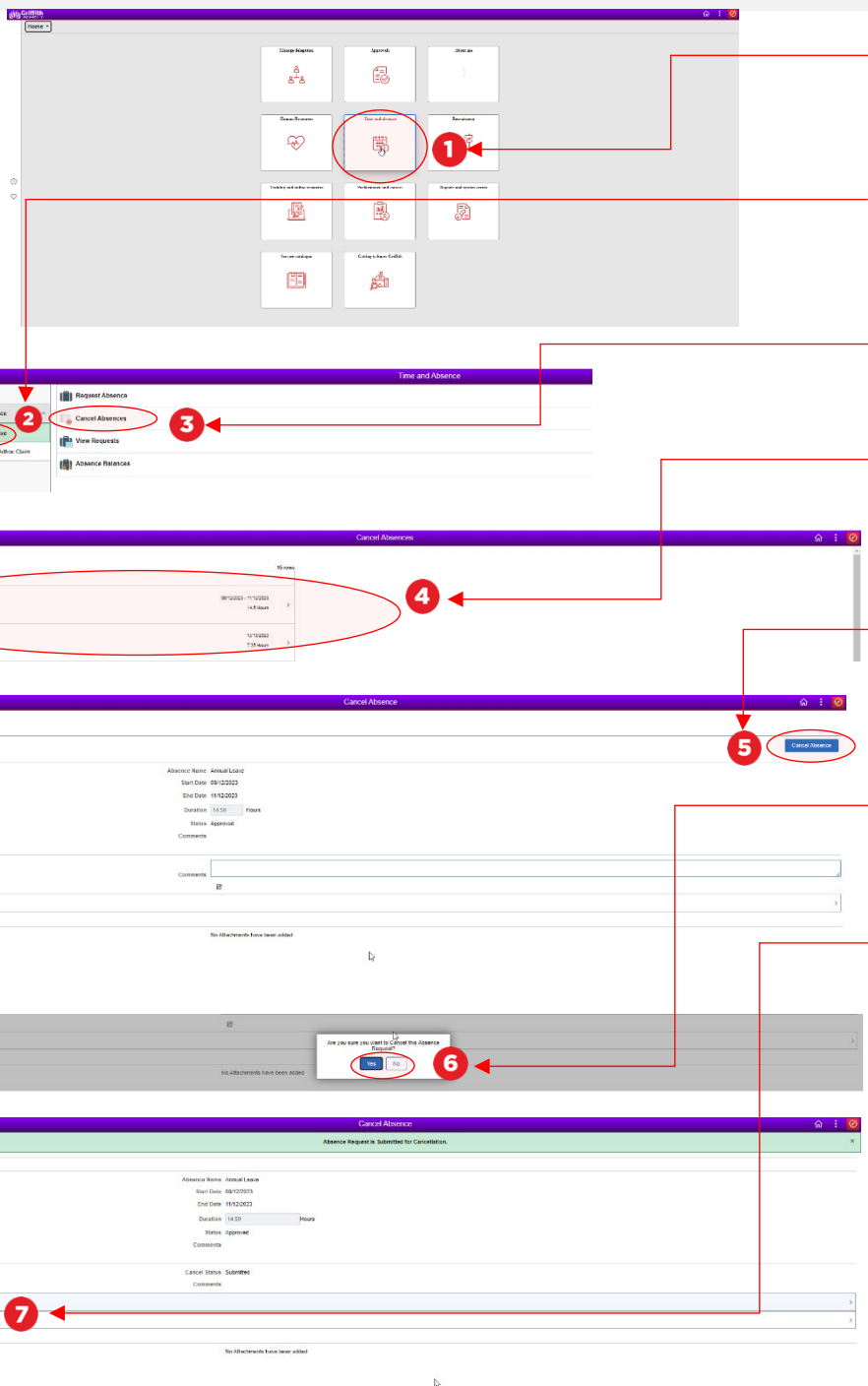


## Introduction

This how to guide explains how to cancel a leave request online.

## Step 1: Open the Absence Request and submit cancellation

- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



- Click on the **Time and Absence** tile on the **Home** screen of **My Staff Page**
- Click on **My Absence / Leave** from the **My Time & Absence** menu
- Click on **Cancel Absences**
- Find the absence request you wish to cancel then click on the **Absence Event\***
- After checking that you have selected the request that you wish to cancel, click on **Cancel Absence**
- Click **Yes** on the pop-up to submit the cancellation, or click **No** to return
- Once submitted, you can check on the approval status of the cancellation at any time by clicking **Approval Chain**

\***Note:** if the leave request is within a prior or current pay fortnight, you will not be able to cancel the request online as it may have already been processed. You should send your supervisor's approval of the cancellation to [payroll@griffith.edu.au](mailto:payroll@griffith.edu.au)