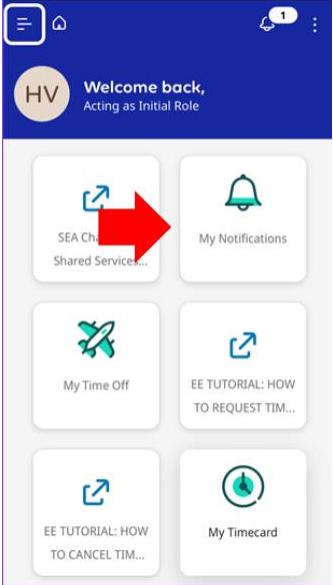
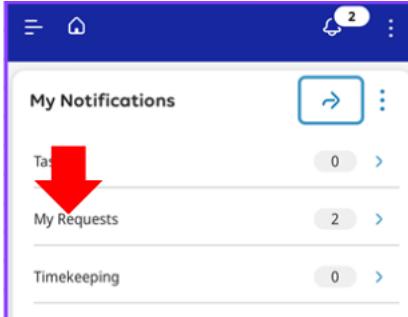


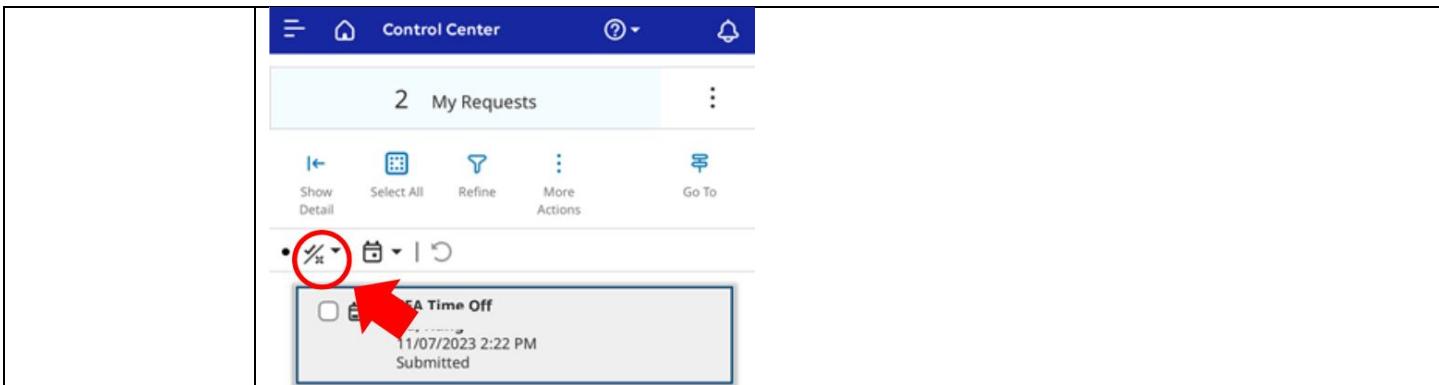
UKG Dimensions-Cancel PTO Request: Mobile App



Reliable – Personal – Patient
Respectful – Empowering – Responsive

Tools/Systems	UKG Dimensions
Notes:	Please see below for assistance with cancelling your PTO request.

Notes	<p>Navigate to the home screen of Dimensions</p> <ul style="list-style-type: none">• Select “My Notification”  <p>Select “My Request”</p>  <p>Select the status bar</p>
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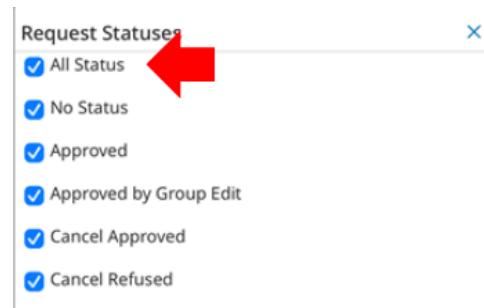
Control Center

2 My Requests

Show Detail Select All Refine More Actions Go To

SEA Time Off
11/07/2023 2:22 PM Submitted

Select “All Status”



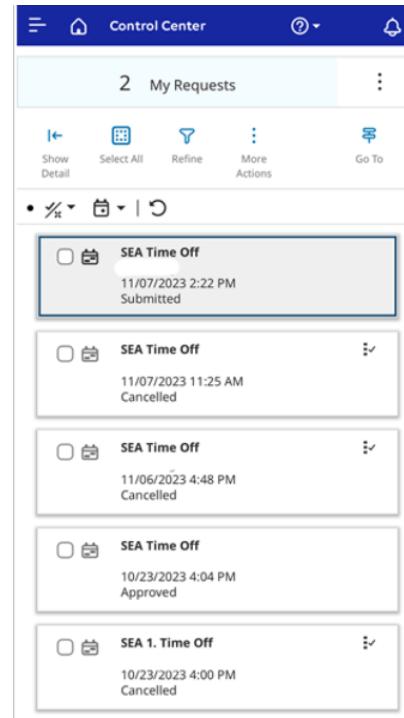
Request Statuses

- All Status
- No Status
- Approved
- Approved by Group Edit
- Cancel Approved
- Cancel Refused

You should now see all request statuses.

(Note: You may need to adjust time range by selecting the calendar icon that is located next to the status bar)

Select the request you want to submit a cancellation for.



Control Center

2 My Requests

Show Detail Select All Refine More Actions Go To

SEA Time Off
11/07/2023 2:22 PM Submitted

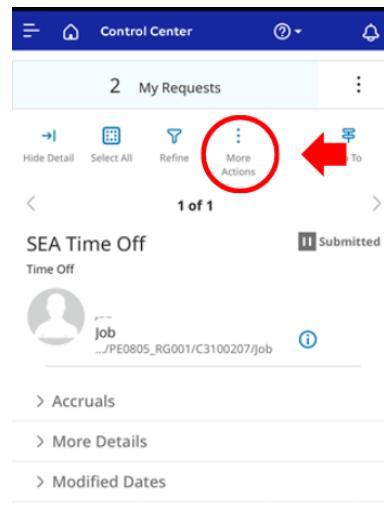
SEA Time Off
11/07/2023 11:25 AM Cancelled

SEA Time Off
11/06/2023 4:48 PM Cancelled

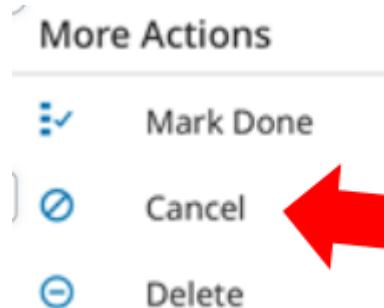
SEA Time Off
10/23/2023 4:04 PM Approved

SEA 1. Time Off
10/23/2023 4:00 PM Cancelled

Select “More Actions”



Select “Cancel”



Select “Cancel Request”

