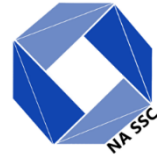


UKG Dimensions-Cancel PTO Request: Mobile App



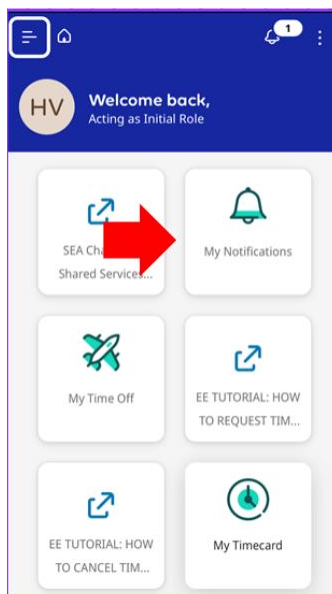
Reliable – Personal – Patient
Respectful – Empowering – Responsive

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

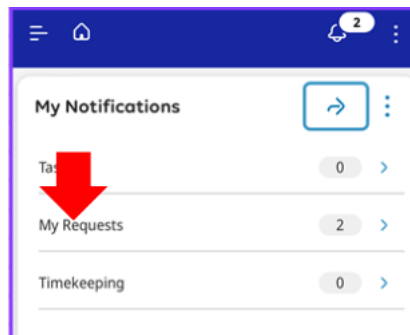
Notes

Navigate to the home screen of Dimensions

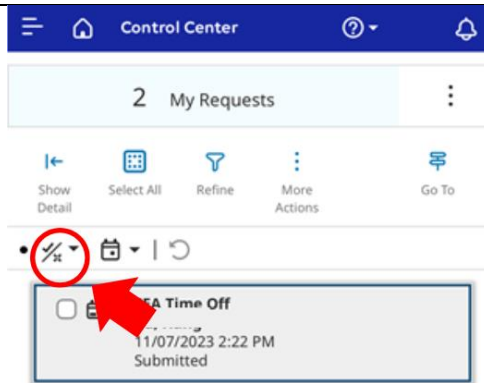
- Select “My Notification”



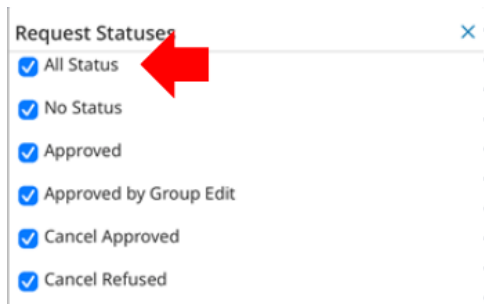
Select “My Request”



Select the status bar



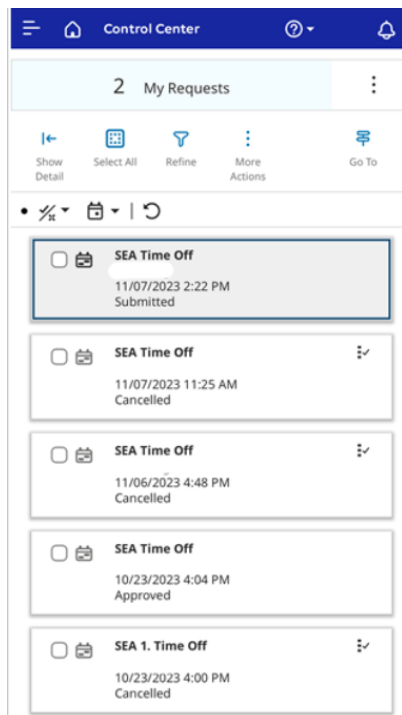
Select "All Status"



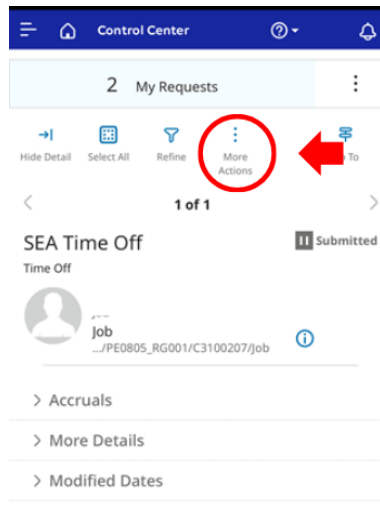
You should now see all request statuses.

(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.



Select "More Actions"



Select "Cancel"



Select "Cancel Request"

