Cancelling Approved Time Off Requests

1.) Access Kronos at go.gwu.edu/trs.

2.) Your initial view depends on your user type in Kronos (e.g., employee, manager or timekeeper). If the “My Calendar” widget is not open on your home screen, click on “My Calendar” from the blue side bar panel.

3.) Navigate to the date(s) with approved time off that you would like to cancel. Please note this will cancel all dates and hours within the request.

**Tip:** If the time off request has been approved, it will show a green check mark.

4.) Right click on the green arrow and click “Cancel Request.”
5.) The “Cancel Time-Off Request” pop up box will display with the time off request details. Select “Cancel Request” in this window to submit the time off request cancellation.

6.) When you click “Cancel Request” the arrow will change to pointing right showing an activity is pending for your manager:

7.) Your manager will receive an email notification from Kronos to take action on a request. Once your manager approves the cancellation, your annual time balance will no longer reflect the hours you cancelled. Your calendar will now show the request was cancelled when you hover over the request.