



**UConn** | UNIVERSITY OF CONNECTICUT

## University of Connecticut


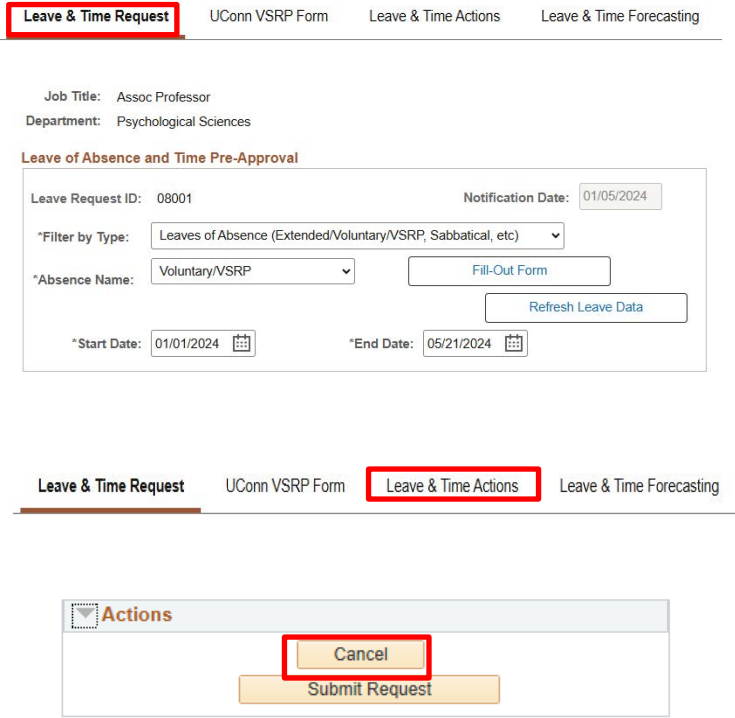
# Modifying or Canceling a Leave: Non-Time Reporters

**Overview** UConn non-time reporters will use this job aid to assist them in modifying or canceling a previously submitted leave of absence (separate job aids for modifying sabbaticals or faculty personal and special leaves).

**Reminder:** Foreign Nationals on a University of Connecticut sponsored visa should consult with the Department of International Services and Programs regarding the impact of leaves of absence on their visa status and eligibility.

### Process Steps

Step	Action	Screenshot
1	Navigation: <b>Main Menu &gt; Self Service &gt; Leave Management &gt; Submit, Search, Modify Leave</b> or From your <b>Home</b> page, under <b>Leave Management</b> , click <b>Submit, Search, Modify Leave</b>	
2	On the <b>Submit, Search, Modify Leave</b> page, the active employment records associated with your name will populate.  To <b>find the leave you need to modify or cancel</b> , choose the appropriate Empl Record for the leave, and enter the Leave Request ID. With no Leave Request ID, you can search by Leave Category, or dates, or leave all fields blank to bring up all leaves. Click Search Criteria.	

Step	Action	Screenshot																														
3	Under <b>Search Results</b> and column header <b>Job Code Description</b> , click on leave you want to modify.	 <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Name</th> <th>Leave Request ID</th> <th>Leave Category</th> <th>Leave Type</th> <th>Start Date</th> <th>End Date</th> <th>Approval Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>08296</td> <td>Leaves of Absence</td> <td>Voluntary</td> <td>08/23/2024</td> <td>05/22/2025</td> <td>All App</td> <td>&gt;</td> </tr> <tr style="background-color: yellow;"> <td>[REDACTED]</td> <td>0</td> <td>[REDACTED]</td> <td>08001</td> <td>Leaves of Absence</td> <td>Voluntary</td> <td>01/01/2024</td> <td>05/21/2024</td> <td>All App</td> <td>&gt;</td> </tr> </tbody> </table>	Empl ID	Empl Record	Name	Leave Request ID	Leave Category	Leave Type	Start Date	End Date	Approval Status		[REDACTED]	0	[REDACTED]	08296	Leaves of Absence	Voluntary	08/23/2024	05/22/2025	All App	>	[REDACTED]	0	[REDACTED]	08001	Leaves of Absence	Voluntary	01/01/2024	05/21/2024	All App	>
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4a	<p>Your previous leave request will open on the <b>Leave &amp; Time Request</b> tab.</p> <p>To cancel your leave, click on <b>the Leave &amp; Time Action</b> tab. From the <b>Leave and Time Action</b> tab, click <b>Cancel</b>.</p> <p>A system notification will be sent to previous approvers notifying them the request was canceled.</p>	 <p><b>Leave &amp; Time Request</b> UConn VSRP Form Leave &amp; Time Actions Leave &amp; Time Forecasting</p> <p>Job Title: Assoc Professor Department: Psychological Sciences</p> <p><b>Leave of Absence and Time Pre-Approval</b></p> <p>Leave Request ID: 08001 Notification Date: 01/05/2024</p> <p>*Filter by Type: Leaves of Absence (Extended/Voluntary/VSRP, Sabbatical, etc)</p> <p>*Absence Name: Voluntary/VSRP <span>Fill-Out Form</span></p> <p><span>Refresh Leave Data</span></p> <p>*Start Date: 01/01/2024 *End Date: 05/21/2024</p> <p><b>Leave &amp; Time Request</b> UConn VSRP Form <b>Leave &amp; Time Actions</b> Leave &amp; Time Forecasting</p> <p><b>Actions</b></p> <p><span>Cancel</span></p> <p><span>Submit Request</span></p>																														

Step	Action	Screenshot
<p>4b</p>	<p>To modify your leave, click on each of the tabs and make your changes. Recheck the attestation box on any relevant forms, which will update the signature date.</p> <p>On the <b>Leave &amp; Time Action</b> tab, click <b>Submit Request</b>.</p> <p>Your modified leave request will be circulated to the approvers for approval. You will be system-notified by email when your modified leave is approved.</p>	<p>The screenshot shows the UConn VSRP Form interface. The top navigation bar includes 'Leave &amp; Time Request', 'UConn VSRP Form', 'Leave &amp; Time Actions', and 'Leave &amp; Time Forecasting'. The 'UConn VSRP Form' tab is active. Below the navigation bar, the employee information is displayed: Employee ID: [REDACTED], Job Title: Assoc Professor, Department: Psychological Sciences, and Empl Record: 0. The 'Leave of Absence and Time Pre-Approval' section contains the following fields: Leave Request ID: 08001, Notification Date: 01/05/2024, *Filter by Type: Leaves of Absence (Extended/Voluntary/VSRP, Sabbatical, etc), *Absence Name: Voluntary/VSRP, *Start Date: 01/01/2024, and *End Date: 05/21/2024. There are also buttons for 'Fill-Out Form' and 'Refresh Leave Data'. The bottom screenshot shows the 'Leave &amp; Time Actions' tab selected. It displays Employee ID: [REDACTED], Empl Record: 0, Absence Name: Voluntary/VSRP, Leave Request ID: 08001, and Approval Status: All Approved. Under the 'Actions' section, there are 'Approve' and 'Deny' buttons, checkboxes for 'Leave Request Loaded' and 'Leave Request Amended', a 'Leave Request Status' dropdown menu, and a 'Submit Request' button highlighted with a red box.</p>