How to Cancel an Approved Annual Time Off Request (for employees)

1.) Log into Kronos at go.gwu.edu/trs with your username and password.

2.) Your initial view depends on your user type in Kronos (i.e. timekeeper, employee, manager). If the “My Calendar” widget is not open on your home screen, double click on “My Calendar” from the blue side bar panel.
3.) Navigate to the date(s) with approved annual time that you would like to cancel. Please note this will cancel all dates and hours within the request. **Tip:** If the annual time has been approved, it will show a green check mark next to the word “Annual.”

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.