



Purpose

Use this procedure to delete (withdraw) an approved leave request in the My Leave Request application of EASE.

Prerequisites

- Know the dates and hours of leave time
- Employee has formerly submitted a leave request.
- Manager has formerly approved the same request.

Menu Path

Enter the following URL address in the web browser of your computer, laptop or mobile device:

- <https://ease.arkansas.gov/>

Tips and Tricks

- Not completing your current pay period Leave Request could result in payroll errors.
- Enter the appropriate Absence Type in your Leave Request, e.g. Annual Leave (ANNL).
- Leave time is used in 15 minute increments.
- The withdraw will result in a canceled request that is pending for further approval.



Procedure

1. Start the task from the EASE home page.



Home

Employee Self Service

My Leave Requests
Manage Leave Requests

My Paystubs
View Paystubs

My Benefits
Display Benefit Plans
0
Pending Plans

People Profile
Addresses & Emergency...

Quota Overview
View Leave Balances

W2 Enrollment
Elect for Online W2

Online W2
View/Print Online W2

Update User Information
Update Email & Phone

Change Password

Learning

2. Click the **My Leave Requests** tile.



My Leave Requests

EASE EXEMPT 31 TRAINING

Create Leave Request

Annual Leave

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Aug 2016

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SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

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Sep 2016

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SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Working Day

Non-Working Day

Approved

Approval Pending

Public Holiday

Rejected

Today

Selected Day(s)

8 Hours Used

78 Hours Available

Start Time

End Time

Attendance/Absence Hours

Approver

Send

Reset

Leave Balance

History

3. Click the **History** button.



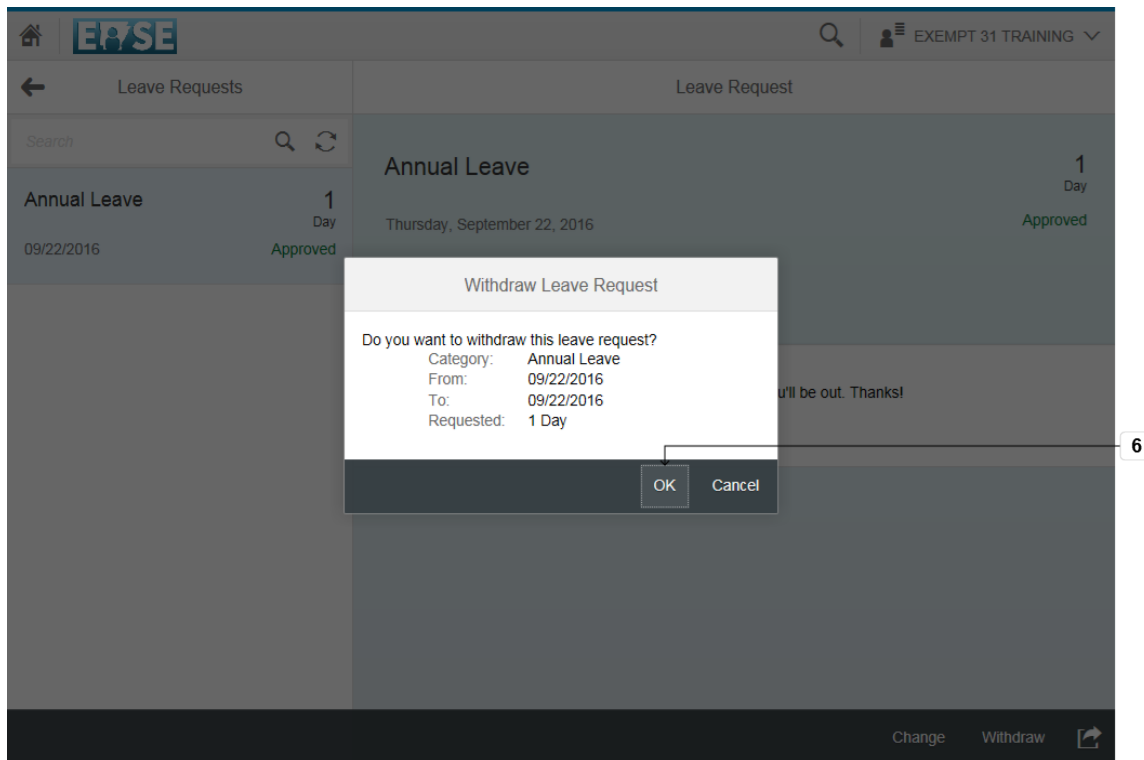
My Leave Requests

The screenshot displays the EASE system interface for managing leave requests. At the top, there is a navigation bar with a home icon, the EASE logo, a search icon, and a user profile icon labeled 'EXEMPT 31 TRAINING'. Below this, the main content area is divided into two sections. On the left, under the heading 'Leave Requests', there is a search bar and a list of requests. One request is highlighted with a blue background and a callout box labeled '4' pointing to it. The request is for 'Annual Leave' on '09/22/2016' for '1 Day', with a status of 'Approved'. On the right, under the heading 'Leave Request', there is a detailed view of the selected request. It shows the title 'Annual Leave', the date 'Thursday, September 22, 2016', and the status 'Approved'. Below this, there is a message from 'APPROVER 31 TRAINING' dated '09/21/2016, 17:14:34' that says 'Make sure to let Sue know you'll be out. Thanks!'. At the bottom of the interface, there is a dark bar with two buttons: 'Change' and 'Withdraw'. A callout box labeled '5' points to the 'Withdraw' button.

4. Click on the **Approved Leave Request** task.
5. Click the **Withdraw** button.



Header Withdraw Leave Request



6. Click the **OK** button.



Confirm the correct leave request was selected.



My Leave Requests

The screenshot displays the EASE system interface for managing leave requests. On the left sidebar, under 'Leave Requests', there is a list of requests. The first request is 'Annual Leave' for '1 Day' on '09/22/2016' with a status of 'Canceled'. The second request is 'Annual Leave' for '1 Day' on '09/22/2016' with a status of 'Approved'. The main area shows the details of the selected 'Approved' request. It includes the title 'Annual Leave', the date 'Thursday, September 22, 2016', and the duration '1 Day'. There are icons for a calendar and information. A message from 'APPROVER 31 TRAINING' states: 'Make sure to let Sue know you'll be out. Thanks! 09/21/2016, 17:14:34'. A gray box at the bottom of the main area says 'Your leave request was withdrawn'. At the bottom right, there are buttons for 'Change', 'Withdraw', and a share icon. A 'Back' button is located in the top left of the sidebar.

7. Click the **Back** button.



A **Canceled Leave Request** is created, but is still pending. Once the manager **approves** the withdraw, the **Canceled Leave Request** and the formerly approved request will drop from view.



Summary

You have successfully withdrawn an approved leave request.



Next Steps

You will receive an Outlook email when your manager approves or rejects your request.