

# How to Modify a Leave Request in Unanet

- When you log in you will see your leave request history on your dashboard.
- If you need to MODIFY your leave, select the pencil icon to edit the leave request you've submitted.

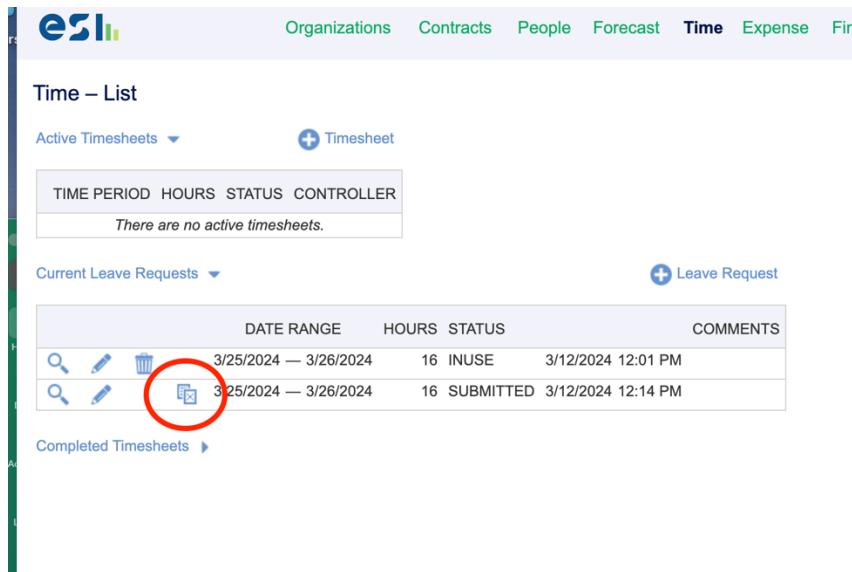


Current Leave Requests				Leave Request
	DATE RANGE	HOURS STATUS	COMMENTS	
	3/25/2024 — 3/26/2024	16 INUSE	3/12/2024 12:01 PM	
	3/25/2024 — 3/26/2024	16 INUSE	3/12/2024 12:11 PM	

- Click OK on the Pop Up.
- Edit your leave as necessary. Include comment if it's vacation, sick leave, etc.
- SUBMIT your leave once you've made the necessary changes.
- SUBMIT once again.

# How to Cancel a Leave Request

- Select the icon with the X (See image below).



Time – List

Active Timesheets ▾

TIME PERIOD	HOURS	STATUS	CONTROLLER
There are no active timesheets.			

Current Leave Requests ▾

	DATE RANGE	HOURS	STATUS	COMMENTS
	3/25/2024 — 3/26/2024	16	INUSE	3/12/2024 12:01 PM
	3/25/2024 — 3/26/2024	16	SUBMITTED	3/12/2024 12:14 PM

Completed Timesheets ▶

- Verify you want to proceed with canceling your leave request and click **OK** on the pop up (see image below).

**essential-soft.unanet.biz says**

WARNING: This will cancel the leave request for 3/25/2024.

Are you sure you want to continue?

Cancel

OK

- Your leave request will now be removed from your current leave requests.