

Reversing a Processed Time Off Transaction

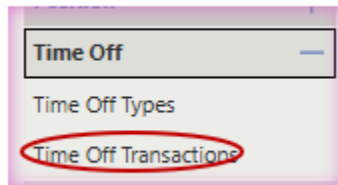
Once a time-off request has been processed through Payroll, **it cannot be deleted**. If you need to make changes, an Administrative Assistant must reverse the transaction to add the time back to the employee's balance.

Step-by-Step Instructions

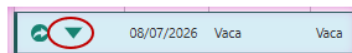
1. Navigate to the Employee's Profile: Administrative Access.
 - a. Go to **Menu > Administrative Access > Employee**, then select **Limited Employees Profile**



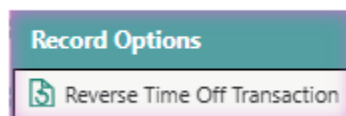
2. Search for the Employee: (Last Name, First Name)
3. On the left menu of the screen, expand **Time Off** > select **Time Off Transactions**.



4. Find the specific transaction you need to fix, click the **drop-down icon**



and select **Reverse Time Off Transaction**.



5. Review the details to verify the transaction you want to reverse, if correct click **Run Process**.

What Happens Next?

- **Approval Chain:** The reversal request will automatically enter and follow the standard company approval process.
- **Transaction History:** Both the original request and the reversal will remain visible in the employee's history for audit purposes:
 - **Original Transaction:** Displays as a **negative amount** (since it initially deducted time from their balance).
 - **Reversed Transaction:** Displays as a **positive amount** (adding the time back to their balance).
- **Making Corrections:** If the employee simply needed to change their hours or date, they must now **submit a brand-new time-off request** with the correct details.