

## Paid Time Off (PTO) Request – Change/Cancel (App)

To change a paid time off (PTO) request in the mobile app, you must first cancel the existing request, whether it is unapproved or approved. After canceling, you can resubmit a new PTO request with the updated details. Please note that if you cancel an approved PTO request, it will need to be re-approved by your manager or payroll representative.

### Instructions

#### Requesting PTO

Upon logging in to UKG Pro, the UKG Dashboard will appear.

1. Navigate to **Inbox** at the bottom of the toolbar.
2. From your **To Do** tab, click on your latest PTO submission.
3. Select **Go To Schedule** in the top right – hand corner.
4. Search for your PTO request by clicking on the **month/year**.
5. Select on the PTO request submission and click on **Cancel Request**.

