

Paid Time Off (PTO) Request – Change/Cancel (Web)

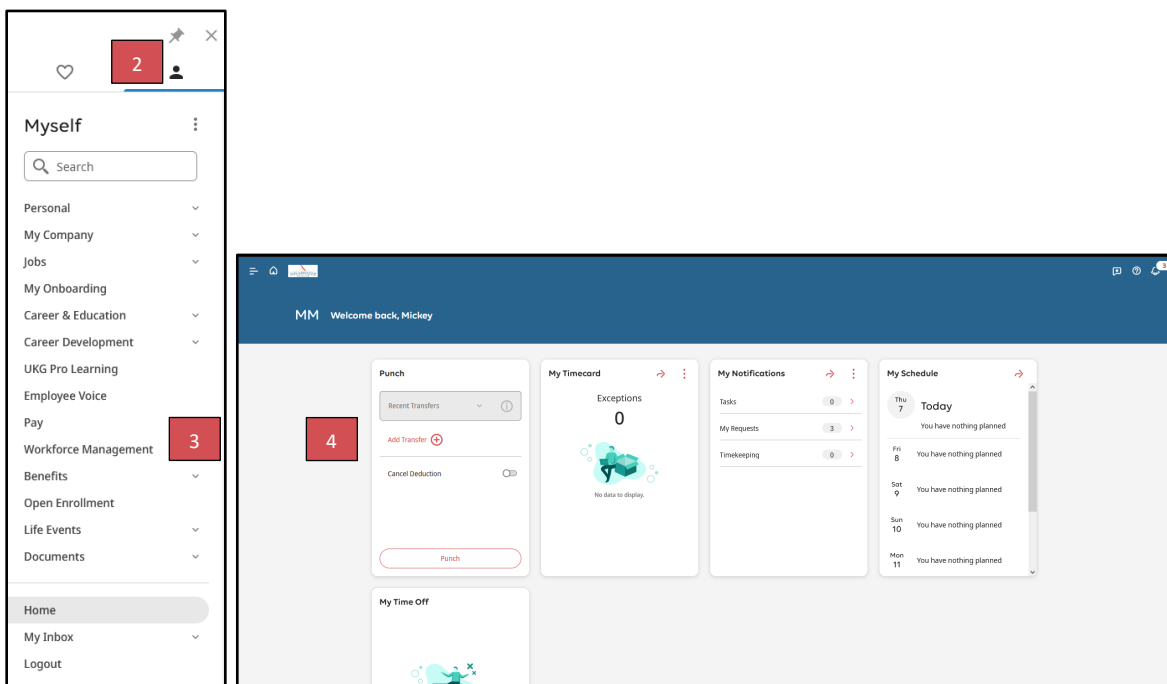
To change a paid time off (PTO) request through the UKG Pro website, you must first cancel the existing request, whether it is unapproved or approved. After canceling, you can resubmit a new PTO request with the updated details. Please note that if you cancel an approved PTO request, it will need to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

Instructions

Navigate to UKG Dimensions


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

1. Navigate to **Menu** on the left – side of the UKG dashboard.
2. From the menu, select **Myself**.
3. Select **Workforce Management**.
4. Another tab will appear with the Workforce Management dashboard.



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Cancel PTO Request

1. Navigate to the hamburger icon () on the top left – handed corner and click on **My Information** to drop down to select **My Calendar**.
2. Select the submitted PTO request from the middle section and a panel will appear on the right – side of the screen.
3. Click on **Cancel Request**.

