SHEARWATER HEALTH

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

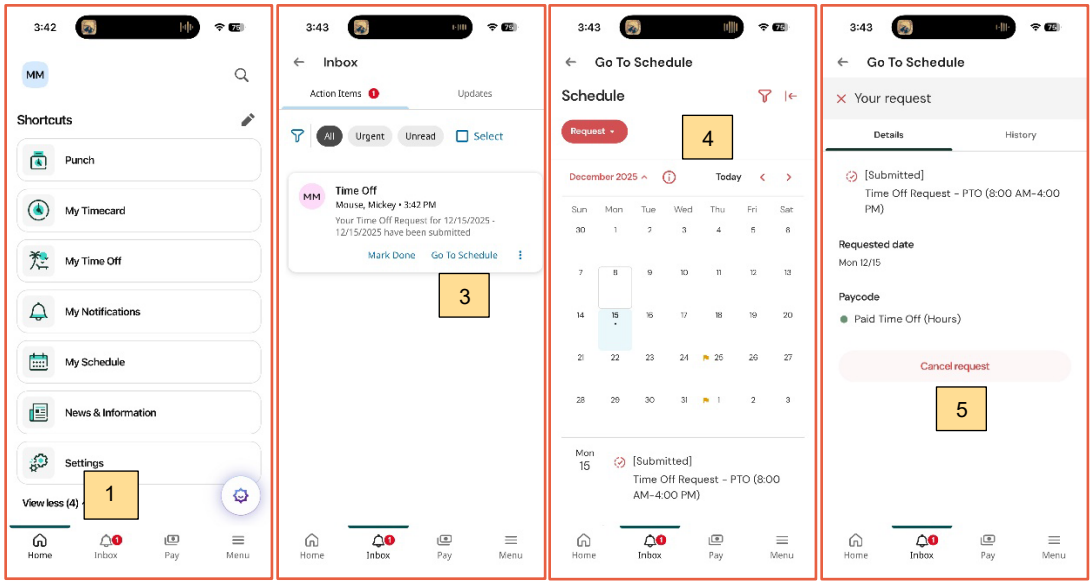
To update a Paid Time Off (PTO) request, employees must first cancel the existing request in the UKG Pro mobile app. This guide provides step-by-step instructions to help employees:

- Cancel PTO requests whether they are unapproved or already approved
- Resubmit a new PTO request with updated details after cancellation
- Understand approval requirements: if an approved PTO request is canceled, the new request must be re-approved by your manager or payroll representative

By following these instructions, employees can efficiently manage and update their PTO requests while ensuring compliance with approval processes.

Instructions:

Cancel PTO Request

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

1. Navigate to **Inbox** at the bottom of the toolbar.
2. From your **Action Items** section, click on your latest PTO submission.
3. Select **Go To Schedule**.
4. Search for your PTO request by clicking on the **month/year**.
5. Select on the PTO request submission and click on **Cancel Request**.