

## Paid Time Off (PTO) Request – Change & Cancel (Web)

To modify an existing Paid Time Off (PTO) request in the UKG Pro website, employees must first cancel the original request—whether it is still pending or has already been approved. Once the request is canceled, a new PTO request can be submitted with the updated dates or details.

Please note that canceling an approved PTO request will require the request to be re-approved by your manager or payroll representative.

This guide provides step-by-step instructions for employees on how to cancel:

- Any PTO request (pending or unapproved)
- An approved PTO request

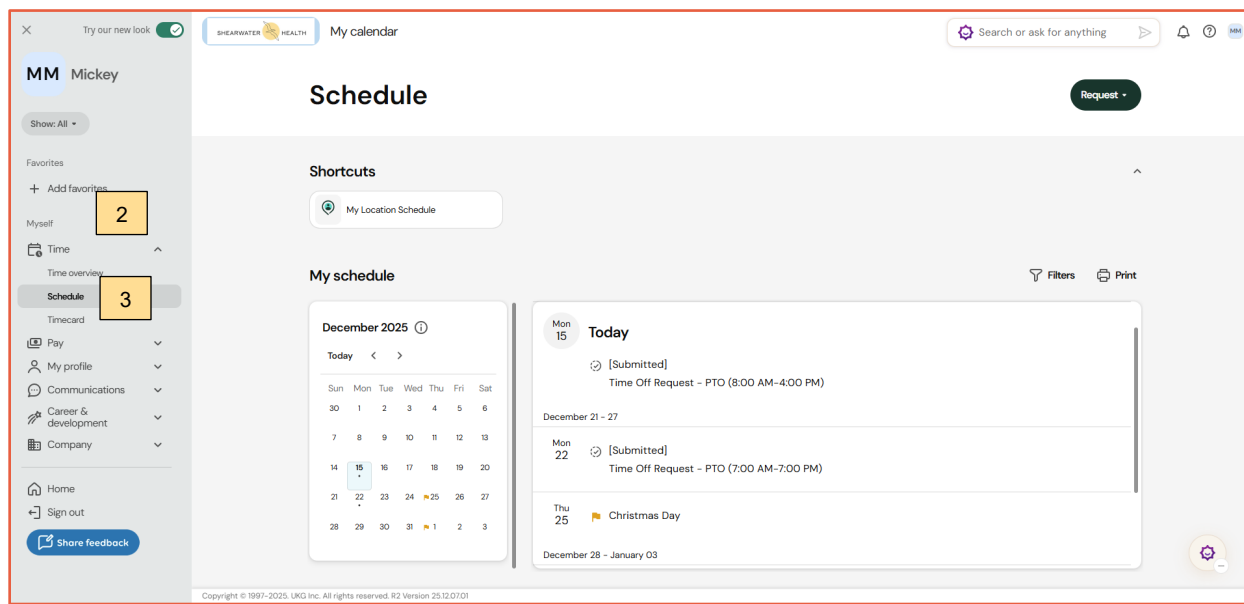
within UKG Workforce Management on the UKG Pro website.

### **Instructions:**

Navigate to UKG Workforce Management

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 scroll down to **Myself**.
3. Select Time > **Schedule**.



### Cancel PTO Request

4. Select the submitted PTO request from the middle section and a panel will appear on the right – side of the screen.
5. Click **Cancel Request**.

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Http failure during parsing for https://shearwaterhealth-ssoprd.mykronos.com/myschedule/events

Shortcuts

My Location Schedule

My schedule

December 2025

Today

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

December 14 - 20

Mon 15 Today

[Submitted]

Time Off Request - PTO (8:00 AM-4:00 PM)

December 21 - 27

Mon 22

[Submitted]

Time Off Request - PTO (7:00 AM-7:00 PM)

Thu

Your request

Details History

[Submitted]

Time Off Request - PTO (8:00 AM-4:00 PM)

Requested date

Mon 12/15

Paycode

Paid Time Off (Hours)

5

Cancel request

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