

HOW TO CANCEL A PTO REQUEST

Click on Request time off. At the bottom of the screen, you will see your PTO requests.

- 1) Click on the X and cancel the request.
- 2) Click on Submit request.

The screenshot displays the WorkSight interface for managing PTO requests. At the top, there is a navigation bar with options like 'My Account', 'My Employees', 'Manage Time', 'Manage Payroll', 'My Reports', 'Our Company', and 'Company Settings'. The main content area is titled 'Request Time Off' and includes a form for submitting a request, with fields for 'Multiple Days' and 'COMMENTS'. Below the form is a 'RECENT REQUESTS' table. The table has columns for 'REQUEST STATE', 'WORKFLOW STATUS', 'TIME OFF', 'DATE', 'LAST DATE', 'FROM', 'TO', and 'TIME'. The first row of the table is circled in red, and a blue arrow labeled '1' points to the 'X' icon in the first column of this row. Another blue arrow labeled '2' points to the 'SUBMIT REQUEST' button in the top right corner of the form area.

REQUEST STATE	WORKFLOW STATUS	TIME OFF	DATE	LAST DATE	FROM	TO	TIME
New	Created	PTO	03/27/2020	03/27/2020	-	-	8.00