

To DELETE a leave request, go to

1.-



k-Purchase™

Home

Data Entry

Employee Information

Reports

Settings

Help

Click on LEAVE REQUEST INQUIRY

2.-

Leave Request Inquiry

Employee ID

Leave ID

| Leaves Requests | | | | | | | | | | |
|----------------------|------------|--------------|--------------|------------|----------|-------------------------------------|-------|----------------|----------|-------------|
| | Leave ID ▲ | Start Date ▼ | Start Time ▼ | End Date | End Time | All Day | Units | Requested Date | Status | FMLA Reason |
| View | FAMILYLEAV | 12/11/2017 | | 12/11/2017 | | <input checked="" type="checkbox"/> | 1.00 | 10/17/2017 | Approved | |
| View | SICK | 10/13/2017 | | 10/13/2017 | | <input checked="" type="checkbox"/> | 1.00 | 10/24/2017 | Approved | |
| View | PERSONAL | 10/11/2017 | | 10/11/2017 | | <input checked="" type="checkbox"/> | 1.00 | 09/11/2017 | Recalled | |
| View | SICK | 08/22/2017 | | 08/22/2017 | | <input checked="" type="checkbox"/> | 1.00 | 08/10/2017 | Approved | |

Select the leave you need to cancel

3.-

Web Link - Leave Requests - Google Chrome
Secure | https://wl.sui-online.com/BelmondKlemmeIA/Employee/LeaveRequests.aspx

Welcome, JUDITH ALDRIDGE! Log Out

SUI software unlimited +wl web link
school accounting system

k-Purchase Home Data Entry Employee Information Settings Help

Leave Request Inquiry Detail

Leave ID: PERSONAL
Unit of Tracking:
Cancelled:
Start Date: 10/11/2017 Start Time: All Day:
End Date: 10/11/2017 End Time:
Number of Leave Units to Use: 1.0000

Your Comment:

Comments: No records to display.

Additional Leave Request Fields

EMPLOYEE INFORMATION
BUILDING: High School
POSITION: Secretary

REASON FOR REQUEST
EXPLANATION/REASON: personal day

SUBSTITUTE INFORMATION
IS A SUB NEEDED: No
IF SO ON WHAT DATE(S): n/a
NAME OF SPECIFIC SUB REQUESTED (WILL NOT BE GUARANTEED): n/a

| Approved | Rejected | Actual | Approvals Primary | Sequence | Result Date |
|-------------------------------------|--------------------------|---------------|-------------------|----------|-------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | GREG FISHER | GREG FISHER | 1 | 09/11/2017 |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Josie Barkema | Josie Barkema | 2 | 09/11/2017 |

| Employee ID | Start Date | End Date | Units | Comment |
|------------------------|------------|----------|-------|---------|
| No records to display. | | | | |

Recall

You need to recall your leave first

4.- Go to LEAVE REQUEST ENTRY and click on binoculars

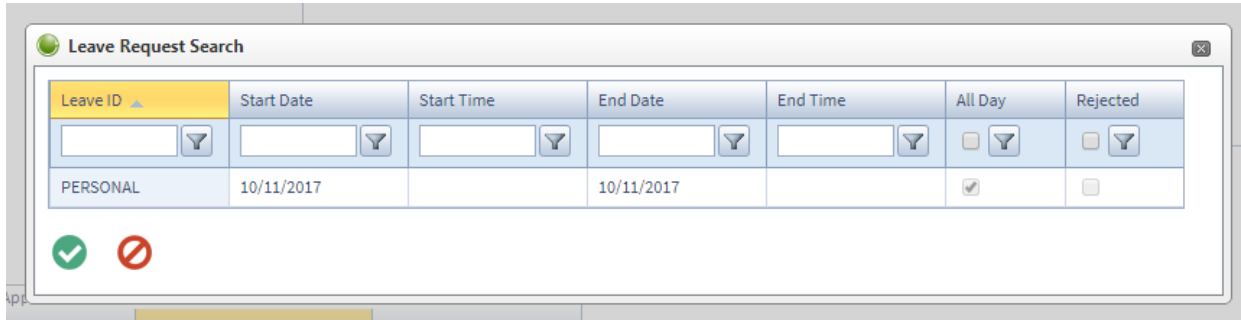
Leave Request Entry

Leave ID: 

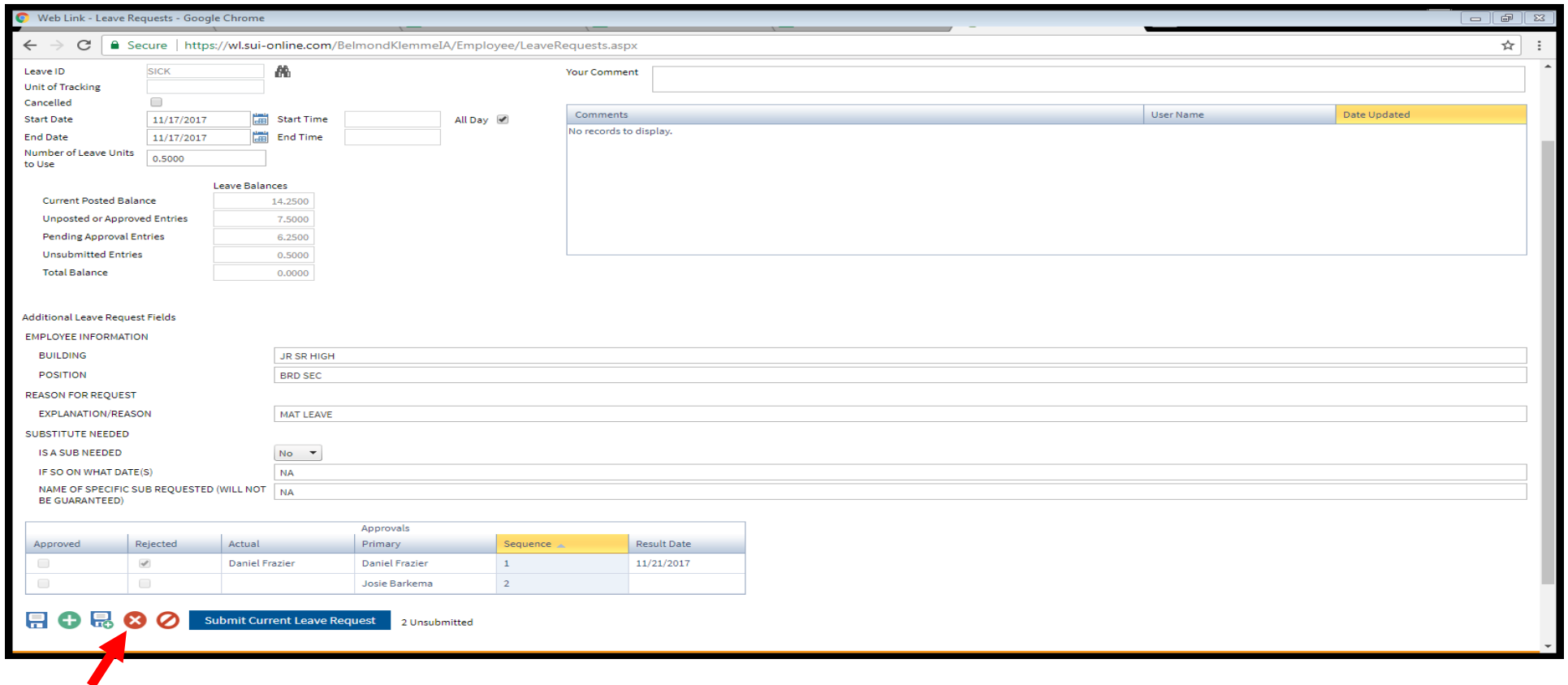
Unit of Tracking:

Cancelled:

5.- Double click on the leave you need to cancel



6.- Click on the white X



7.- Click on OK

