

HOW TO DO A RECALL

STEP 1

Open your web link and click on Leave Request Inquiry

Click the view button to the left of the leave request you wish to recall

The leave should come up – go to the bottom of the page and click on the recall

STEP 2 **(This step must be done for all recalled or rejected items - time is not given back until completed)**

Click on the Leave Request Entry

A box should appear with the recalled / rejected item

Select the line item and click on the checkmark

The leave should appear as if you had just entered it

Go to the bottom of the page and click the X

A box should appear asking if you want to delete – click ok

You are done.

If you have any questions or problems, please feel free to contact me

Thanks

Amber Harris

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