



how remove a time off request in guHRoo

Introduction

This article explains how to remove or deny an employee's time off request in guHRoo. You can perform this action regardless of the request's current status—whether it's pending, approved, or denied—and even if the request date has already passed. Learn how to efficiently manage time-off requests and ensure accurate updates to employee balances.

Steps/Procedures

1. Access Time Off Requests

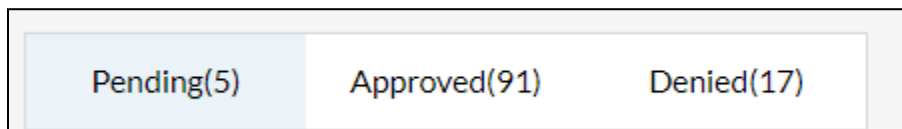
- From your **Dashboard**, navigate to the **Time Off** tile.
- Click on **View All Requests** to see the list of requests for the month.

A screenshot of the guHRoo web application interface. The left sidebar contains the "DUNDER MIFFLIN PAPER COMPANY" logo at the top, followed by a hamburger menu icon. Below the menu is a list of navigation items: "DASHBOARD" (highlighted with an orange box), "PROFILE", "MY TEAM", "DOCUMENTS", "ANNOUNCEMENTS", "REPORTS", and "TIMEKEEPING". The main content area has a "CLOCK IN" button at the top right. Below it is a "TIME OFF" section, also highlighted with an orange box, which contains a clock icon and the text "TIME OFF". To the right of this section is a link "View All Requests" with an orange arrow pointing to it. Below the "View All Requests" link is a list of time off requests for three employees: Pam Beesly (10/07/2024, Full-Time PTO, 8 hours), Tonya Batten (04/18/2023, Floating, 8 hours), and Andy Bernard (04/12/2023, Full-Time PTO, 16 hours). Each request has "APPROVE" and "DENY" buttons. At the bottom right of the requests list is a pagination control showing "1", "2", and a right arrow.



2. Filter and Locate the Request

- You can filter requests by status: **Pending**, **Approved**, or **Denied** to narrow your search.



- Identify the employee and locate the specific time-off request that you want to deny or remove.



3. Deny or Remove the Request

- Clicking 'Deny' will deny the request.

4. Update Time-Off Balance (If Applicable)

- If the request was previously **Approved** and the request date has passed, guHRoo will automatically update the employee's time-off balance. The hours that were originally deducted will be added back to their balance.

Troubleshooting

- **I don't see the request I'm looking for:** Ensure you are filtering by the correct status (Pending, Approved, or Denied). You may also want to check a broader date range to ensure you're viewing all possible requests.
- **The time-off balance didn't update after removing the request:** If the request date has passed and the balance didn't adjust, try refreshing the page. If the issue persists, contact your HR administrator for assistance.

Related Resources/Links

- [How to Approve Employee Time-Off Requests](#)
- [Tracking PTO and Sick Time Balances](#)
- [Managing Employee Time-Off Requests](#)