

MyPortal – change leave request

[MyPortal – my leave requests](#)

Use this procedure to update your submitted leave request.

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STEP 1

Locate your leave request in the Items table of the Request Overview section of the My Leave Requests page and click the Edit icon. For information on the leave request fields in the Items table, see [MyPortal – submit or display leave request](#).

My Leave Request ▾

Entitlement

Items (3) Show From 10/04/2019

Leave Type	Validity	Available	Planned	Used	Entitlement
Sick Leave	09/16/2019 – 12/31/9999	244 Hours	0 Hours	56 Hours	300 Hours
Personal Holiday - Shift	09/16/2019 – 12/31/2019	1 Day	0 Days	0 Days	1 Day
Vacation Leave	09/16/2019 – 12/31/9999	300 Hours	0 Hours	0 Hours	300 Hours

Request Overview

Calendar Items (1) Show From 10/01/2019

Leave Type	Validity	Status	Approver	Quota Used	
Sick Lv Child/Elder Care	10/07/2019 – 10/15/2019	Sent	SUPERVISOR ALPHA	56 Hours	  

Create Request

Step 2

Make changes to your leave request as needed and click Save to submit your updated request.

Edit Request ▼

Leave Type Selection

Leave Type: Vacation Leave ▼
278 Hours available

General Data

More than 1 day One day or less

*Date: 10/16/2019 📅

*Start Time: 12 PM

*End Time: 4 PM

*Input Hours: 4.00

Approver: SUPERVISOR ALPHA

New Note:

Notes

 **REQUESTOR ALPHA:** Sample Request
Comment - 10/15/2019, 08:01 am

Save Cancel

Step 3

Once your leave request updates have been saved and submitted, you can review your updates in the Items tab of the Request Overview section. You can select the Edit icon to make additional updates if needed or click the X icon to delete the leave request.

The screenshot displays the 'My Leave Request' interface. At the top, there is a dropdown menu labeled 'My Leave Request'. Below this, the 'Entitlement' section is expanded, showing a table with 3 items. The table has columns for Leave Type, Validity, Available, Planned, Used, and Entitlement. The items are Sick Leave, Personal Holiday - Shift, and Vacation Leave. Below the Entitlement section is the 'Request Overview' section, which is also expanded. It features a 'Calendar' button and an 'Items (1)' button. A table shows a single request for 'Vacation Leave' with a validity of 10/08/2019 - 10/09/2019, a status of 'Sent', and an approver of 'SUPERVISOR ALPHA'. The 'Quota Used' is 16 Hours. At the bottom right of this row, there are icons for editing (a pencil) and deleting (an X), with a mouse cursor pointing at the edit icon. A 'Create Request' button is located at the bottom right of the interface.

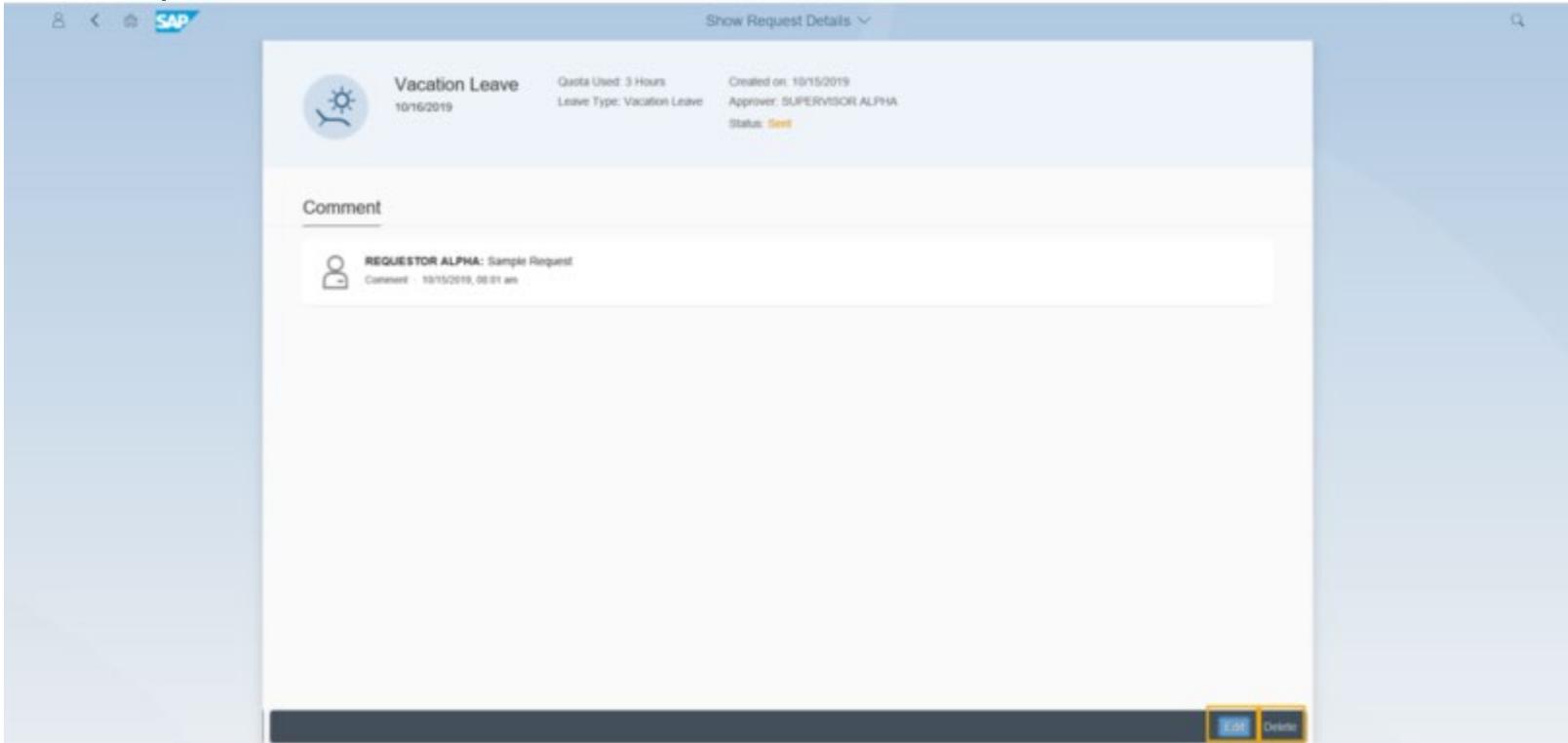
Leave Type	Validity	Available	Planned	Used	Entitlement
Sick Leave	09/16/2019 – 12/31/9999	300 Hours	0 Hours	0 Hours	300 Hours
Personal Holiday - Shift	09/16/2019 – 12/31/2019	1 Day	0 Days	0 Days	1 Day
Vacation Leave	09/16/2019 – 12/31/9999	284 Hours	0 Hours	16 Hours	300 Hours

Leave Type	Validity	Status	Approver	Quota Used	
Vacation Leave	10/08/2019 – 10/09/2019	Sent	SUPERVISOR ALPHA	16 Hours	  

TIP-

You may also click on your updated leave request from the Items Tab in the Request Overview section to see the details of your leave. From there you can update or delete your submitted leave request by clicking on the Edit or Delete buttons at the bottom of the page.

If you submitted leave under a previous supervisor and need to change the leave request, request the change as you normally would, and the updated request will be routed to your new supervisor for approval.



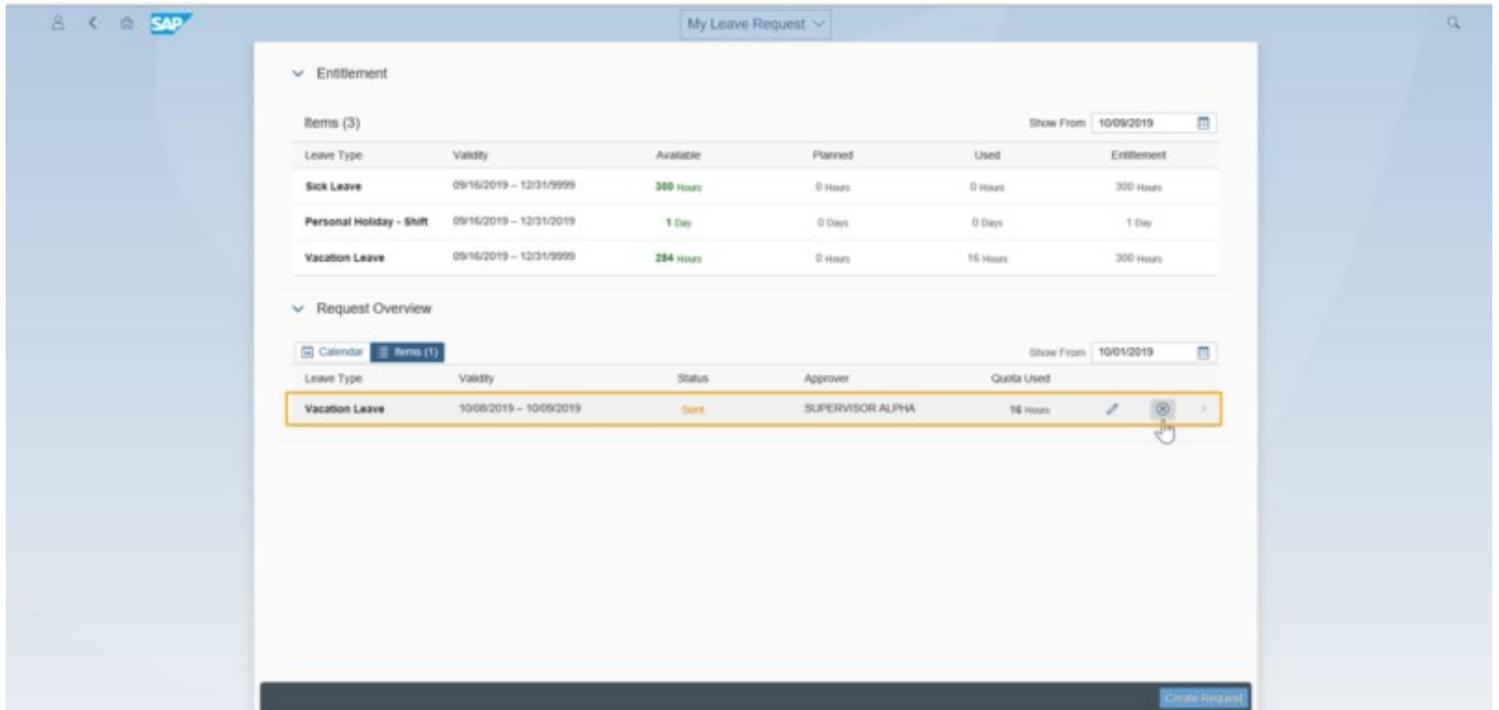
MyPortal – delete leave request

Use this procedure to delete a previously submitted leave request.

(SCROLL DOWN TO STEP 1)

Step 1

Locate your leave request in the Items tab of the Request Overview section of the My Leave Requests page and click the Delete icon.



The screenshot displays the SAP My Leave Request interface. The top navigation bar includes the SAP logo and a search icon. The main content area is titled "My Leave Request" and is divided into two sections: "Entitlement" and "Request Overview".

The "Entitlement" section shows a table with 3 items. The table has columns for Leave Type, Validity, Available, Planned, Used, and Entitlement. The data is as follows:

Leave Type	Validity	Available	Planned	Used	Entitlement
Sick Leave	09/16/2019 - 12/31/9999	300 Hours	0 Hours	0 Hours	300 Hours
Personal Holiday - Shift	09/16/2019 - 12/31/2019	1 Day	0 Days	0 Days	1 Day
Vacation Leave	09/16/2019 - 12/31/9999	284 Hours	0 Hours	15 Hours	300 Hours

The "Request Overview" section shows a table with 1 item. The table has columns for Leave Type, Validity, Status, Approver, and Quota Used. The data is as follows:

Leave Type	Validity	Status	Approver	Quota Used
Vacation Leave	10/08/2019 - 10/09/2019	Start	SUPERVISOR ALPHA	16 Hours

The "Request Overview" table has a "Calendar" tab and a "Items (1)" tab. The "Items (1)" tab is active. The "Vacation Leave" row is highlighted in yellow. A mouse cursor is pointing to the delete icon (a trash can) in the rightmost column of the row. A "Close Request" button is visible at the bottom right of the interface.

Step 2

Click OK to confirm you want to delete your leave.

The screenshot displays a user interface for managing leave requests. At the top, the title 'My Leave Request' is visible. Below it, there are two main sections: 'Entitlement' and 'Request Overview'. The 'Entitlement' section shows a table with three rows: Sick Leave, Personal Holiday - Shift, and Vacation Leave, each with columns for Leave Type, Validity, Available, Planned, Used, and Entitlement. The 'Request Overview' section shows a table with one row for Vacation Leave, with columns for Leave Type, Validity, and Quota Used. A confirmation dialog box is overlaid on the 'Request Overview' section, asking 'Do you really want to delete this request?' with 'OK' and 'Cancel' buttons. The dialog box is highlighted with a yellow border. At the bottom right, there is a 'Create Request' button.

My Leave Request

Entitlement

Items (3) Show From 10/04/2019

Leave Type	Validity	Available	Planned	Used	Entitlement
Sick Leave	09/16/2019 – 12/31/9999	300 Hours	0 Hours	0 Hours	300 Hours
Personal Holiday - Shift	09/16/2019 – 12/31/2019	1 Day	0 Days	0 Days	1 Day
Vacation Leave	09/16/2019 – 12/31/9999	295 Hours	0 Hours	5 Hours	300 Hours

Request Overview

Calendar Items (1) Show From 10/01/2019

Leave Type	Validity	Quota Used
Vacation Leave	10/04/2019	5 Hours

Confirmation

Do you really want to delete this request?

OK Cancel

Create Request

You will see a "Request Deleted successfully" message. If you do not have any pending leave requests, you will see No Data in your Request Overview Section.

My Leave Request ▾

▼ Entitlement

Items (3) Show From 10/04/2019 

Leave Type	Validity	Available	Planned	Used	Entitlement
Sick Leave	09/16/2019 – 12/31/9999	300 Hours	0 Hours	0 Hours	300 Hours
Personal Holiday - Shift	09/16/2019 – 12/31/2019	1 Day	0 Days	0 Days	1 Day
Vacation Leave	09/16/2019 – 12/31/9999	300 Hours	0 Hours	0 Hours	300 Hours

▼ Request Overview

 Calendar  Items (0) Show From 10/01/2019 

Leave Type	Validity	Status	Approver	Quota Used
No data				

Request deleted successfully

[Create Request](#)