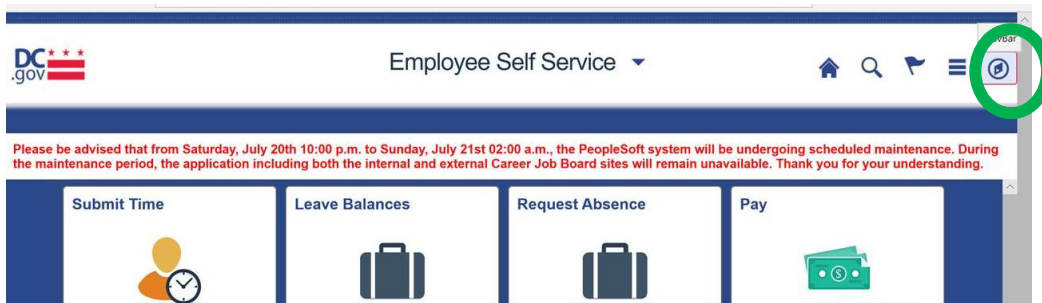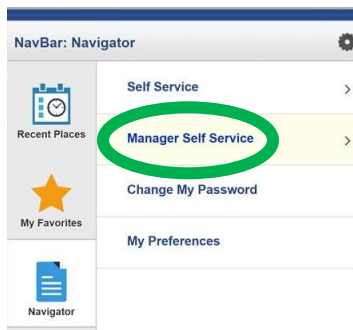# ATTACHMENT 1

Withdrawal of Annual Leave Using PeopleSoft

1. From the PeopleSoft Home Screen, select the Navigation Bar (NavBar) by clicking on the compass icon in the upper right corner of the screen.

2. Select the Navigation Bar icon.

3. Within the Navigation Bar, select Manager Self Service.

4. Within Manager Self Service, select Time Management.

5. After selecting Time Management, select Report Time.

6. After selecting Report Time, select Request Absence.

7. From this screen, select the applicable employee for whom you would like to withdraw approved annual leave.

8. Within the employee's absence request, select the "2nd Rqst" option in the Absence Type dropdown menu. For example, "B-Annual Leave 2nd Rqst".

9. Fill out the rest of the form using the exact details provided in the approved leave request.

10. Add the following details in the comment box: "Prior request is being REVOKED due to business needs."

11. Click the Submit button. (Note: The system will record the change as an approval. However, this is how we are tracking revocations in the system.)