

How to Change Submitted Leave In Mytime

Once leave has been submitted by an employee in MyTime, the leave cannot be edited. The leave can only be canceled and resubmitted, if necessary. These steps outline the process to cancel a leave request.

Note: Employees can only cancel leave prior to the leave start date. If the leave has a start date on or before today's date, a leave manager must cancel the leave. To see who manages your leave visit here: https://usu.service-now.com/usu/my_leave_manager.do

Step 1) Go to <https://mytime.usu.edu/>.

MyTime Dashboard

RECORDS



CALENDAR



CONTACTS



INFO



TOOLS



MyTime Records

CREATE

Submit a new leave or exception request, or submit your weekly timesheet
(weekly timesheets are required for non-exempt employees).

New Leave or Exception +

New Timesheet +

REVIEW

Review your leave, exception and timesheet submissions.

View Leave 

View Exceptions 

View Timesheets 

Step 3) Click Leave Record.

Global Search: Enter your search term here...

MY TIME

Home | Leave & Exceptions | Assigned Schedules | Time Sheets | Submitted Leave | Submitted Exceptions | Submitted Time Sheets

MyTime Support Line: 797-0122 Email: hr@usu.edu [View the MyTime User Training Video](#) [MyTime FAQ](#)

Submitted Leave

Review the leave you have previously submitted.
Click the column header to sort **ascending** or **descending**. Right click the column header to **export** and download.

Leave and Exceptions [Leave view] **New** Search Number Search

All > Employee is Hayden Blauer > Record Type = Leave

Number	Employee	Type	Hours Total	Leave Start	Leave End	State	Record To Banner
LE000332074	Hayden Blauer						

Step 4) Leave a comment and select "cancel" in the top menu.

Leave and Exception LE000332074 [Leave view] Update **Cancel** Delete

Record Type: Leave
Type: Sick
Leave Start: 2020-03-09 08:00:00
Leave End: 2020-03-10 17:00:00
Hours for Mon, Mar 09: 8
Hours for Tue, Mar 10: 8
Hours Total: 16
Personal Note:

	Banner	Leave	Available
Annual Leave	34.5	0	34.5
Sick Leave	73.5	16	57.5
Comp Time	1.95	0 (Earned) 0 (Taken)	1.95

Family Medical Leave Act

If more than three consecutive days of this requested leave is for the reasons listed below, please complete the [FMLA Request Form](#)

1. Maternity, paternity, adoption, or foster care placement
2. Serious health condition of employee, spouse, parent, or child
3. Qualifying exigency (pertaining to Military Service, NDA)

* Comments:

*If you are unable to cancel the leave, contact a leave manager.

[Who manages my leave?](https://usu.service-now.com/usu/my_leave_manager.do) (https://usu.service-now.com/usu/my_leave_manager.do)