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](https://usu.service-now.com/usu/my_leave_manager.do)

Step 1) Go to [https://mytime.usu.edu/](https://mytime.usu.edu/).
Step 2) Click on Records
Step 3) Click on View Leave
Step 4) Click Leave Record.

Step 5) Leave a comment and select "cancel" in the top menu.

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