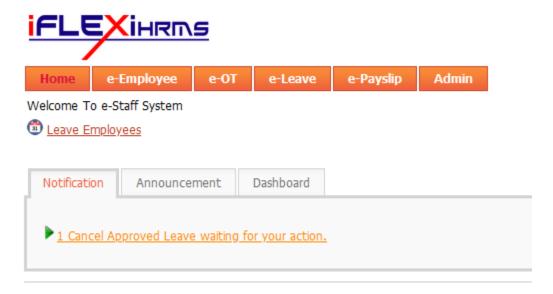
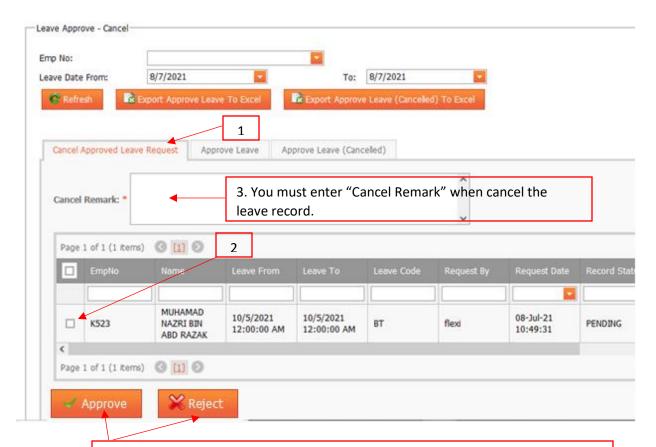
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How HR React to Approve Leave Cancel Request?



→ HR will see the notification as above if got employees request them to cancel approved leave. Click on the link, system will redirect to the cancel request list.



4. If HR approve the request, click on "Approve" button, otherwise click "Reject" button to reject employee's request.

Sample Email Received by HR



Employee MUHAMAD (K123) request to cancel approved leave (13-Apr-2021 - 13-Apr-2021). Kindly logon to e-Staff and take the necessary action.

HRMS Portal Administration.