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How HR React to Approve Leave Cancel Request?



Welcome To e-Staff System

 [Leave Employees](#)

Notification Announcement Dashboard

▶ [1 Cancel Approved Leave waiting for your action.](#)

↑ 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.

Leave Approve - Cancel

Emp No:

Leave Date From: To:

Cancel Remark: *

Page 1 of 1 (1 items)

<input type="checkbox"/>	EmpNo	Name	Leave From	Leave To	Leave Code	Request By	Request Date	Record Stat
<input type="checkbox"/>	K523	MUHAMAD NAZRI BIN ABD RAZAK	10/5/2021 12:00:00 AM	10/5/2021 12:00:00 AM	BT	flexd	08-Jul-21 10:49:31	PENDING

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1

2

3. You must enter "Cancel Remark" when cancel the leave record.

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

Sample Email Received by HR



Mon 12/07/2021 3:01 PM

██████████@gmail.com

Request Cancel Approved Leave

To ██████████.Tan @ Flexi Team

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.