

# Leave Cancellation

[1.0]

Roseanne Lee

[5/4/2021]



**QNE**  
**SOFTWARE**

## QNE TIPS

Product : QNE Optimum

Version: 1.00

Doc No : 1

Page No: 1 of 3

REV. No	Nature of Change	Prepared By	Prepared Date	Reviewed & Approved by
1.0	Leave Cancellation	Roseanne Lee	5/4/2021	

Amendment Record



### SCENARIO

How to cancel leave which the approver has approved the leave before this?

### SOLUTION

1. The HOD / HR received request for leave approval.  
Notice that before approving, the status is Pending.  
The HOD click "Approve".

Home / Leave Calendar / Leave Approval

Leave Approval

Status: Pending Select Date: Start date End date

<input type="checkbox"/>	Code	Name	Type	From	To	Days	Balance	Cancel Status	Actions
<input type="checkbox"/>	EMP00002	LEE	Annual Leave	12 Jan, 2021	12 Jan, 2021	1	20	N/A	Approve Reject Cancel
<input type="checkbox"/>	EMP00002	LEE	Unpaid Leave	10 Mar, 2021	10 Mar, 2021	1	0	N/A	Approve Reject Cancel
<input type="checkbox"/>	EMP00002	LEE	Annual Leave	01 Mar, 2021	01 Mar, 2021	1	20	N/A	Approve Reject Cancel
<input type="checkbox"/>	EMP00011	fara	Annual Leave	15 Mar, 2021	15 Mar, 2021	1	16	N/A	Approve Reject Cancel

< 1 >

2. After that if the staff would like to cancel leave, the HOD login Leave Approval and check status as "Approved" (Since the leave is approved just now), in Actions column click "Cancel"

Home / Leave Calendar / Leave Approval

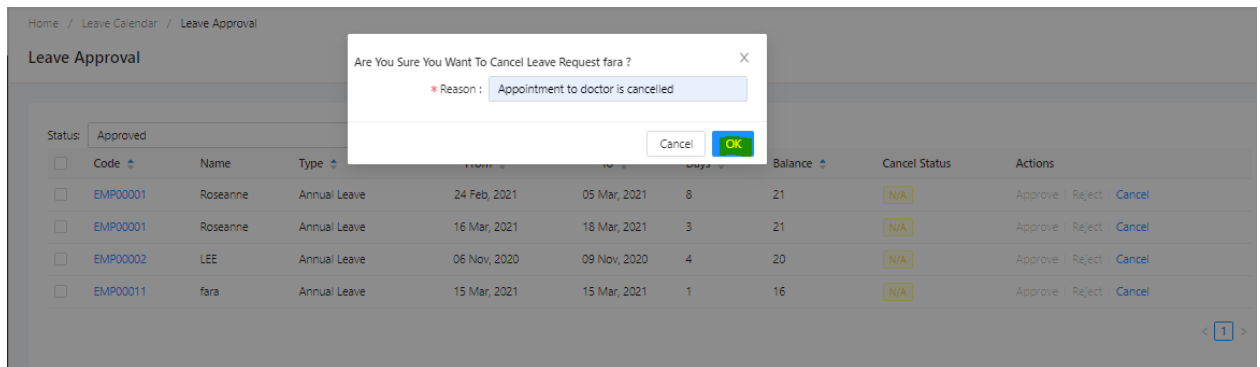
Leave Approval

Status: Approved Select Date: Start date End date

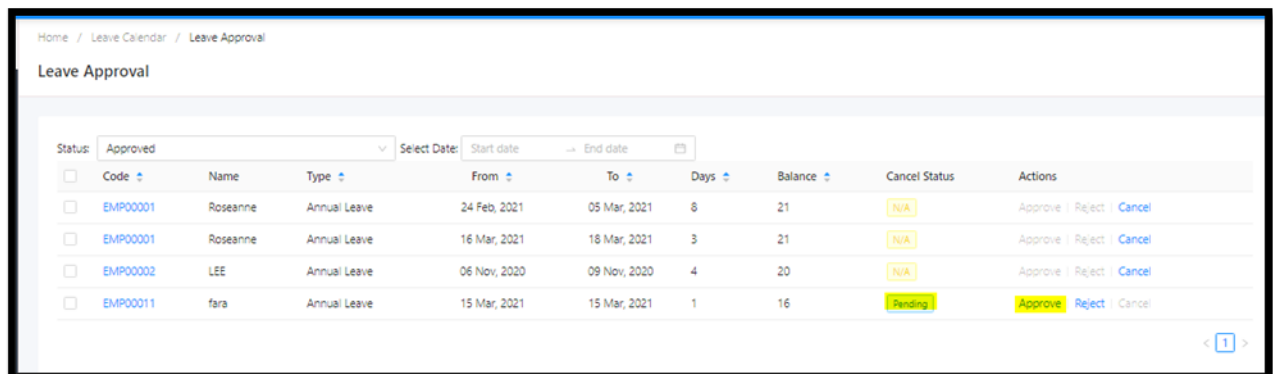
<input type="checkbox"/>	Code	Name	Type	From	To	Days	Balance	Cancel Status	Actions
<input type="checkbox"/>	EMP00001	Roseanne	Annual Leave	24 Feb, 2021	05 Mar, 2021	8	21	N/A	Approve Reject Cancel
<input type="checkbox"/>	EMP00001	Roseanne	Annual Leave	16 Mar, 2021	18 Mar, 2021	3	21	N/A	Approve Reject Cancel
<input type="checkbox"/>	EMP00002	LEE	Annual Leave	06 Nov, 2020	09 Nov, 2020	4	20	N/A	Approve Reject Cancel
<input type="checkbox"/>	EMP00011	fara	Annual Leave	15 Mar, 2021	15 Mar, 2021	1	16	N/A	Approve Reject Cancel

< 1 >

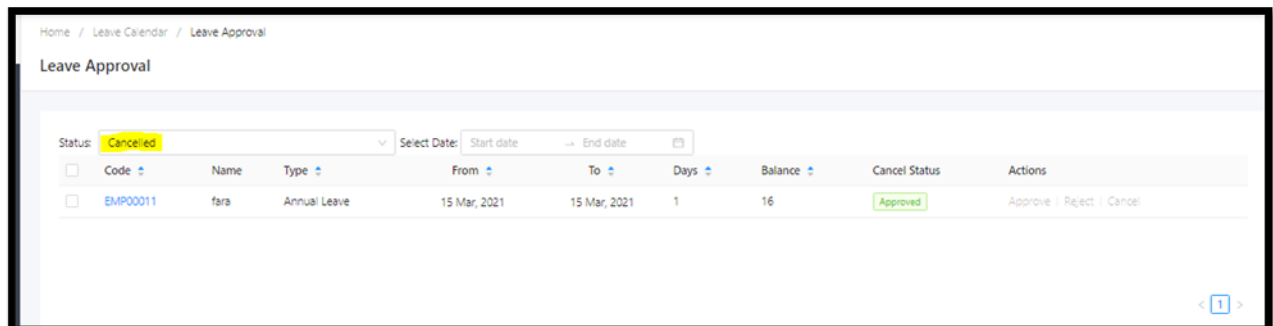
3. System prompts to fill up the reason, click ok




4. Notice that leave status has changed to Pending, HOD click Approve



5. The leave will be categorized as "Cancelled" now if check Leave status as Cancelled



	<b>QNE TIPS</b>	
	Product : QNE Optimum	Version: 1.00
	Doc No : 1	Page No: 4 of 3

6. Check Leave calendar it will not appear also.

Note: for some of the user needs 2<sup>nd</sup> level approver, system will send notification after 1<sup>st</sup> approver has approved. Same steps as above.