

In order to cancel a leave request in Kiosk, go to your "in process" requests (if it has not been approved yet) or your processed requests (if it has already been approved), once there, find the desired request on the screen and click on the word "details" at the beginning of the line you want to cancel, this opens the request, once the request opens – put comments in as to why you are canceling the request and then at the top there is a box that says "cancel request", click there and you are done.

Then you just resubmit as it should have been, if necessary.