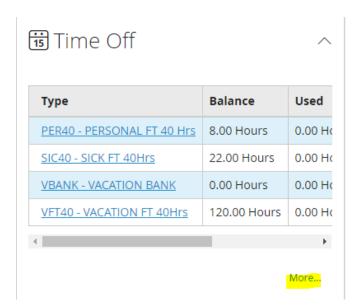
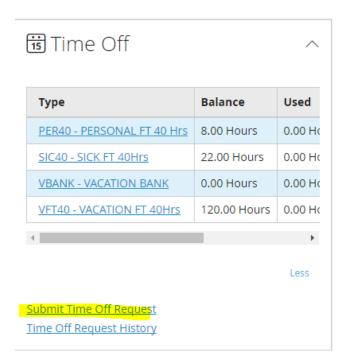
#### Changing Approved Time Off in Paylocity

Login to Paylocity

On your Self-Service Portal select "more" on the "Time Off Tile"

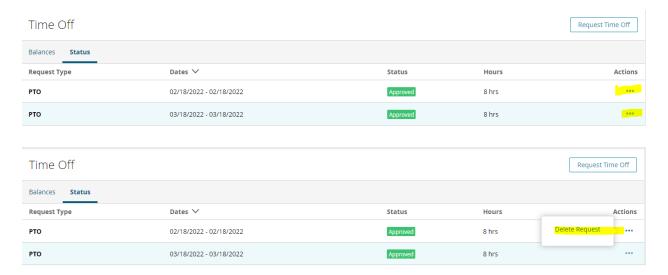


### Next Select "Submit Time Off Request"



### Select <u>"Status"</u>

# Select the 3 dots next to the date you want to delete



# Delete Request

You will need to submit the new time off to your supervisor.