

How To Cancel Time Off Requests in Banner Services

This guide provides instructions on how to navigate the Employee Self-Service dashboard to remove previously submitted time off requests. Follow these steps to successfully cancel pending entries in the Banner system.

Dashboard Access

- 1 Select 'Request Time Off' from My Activities.

Employee Dashboard

Employee Dashboard



Noel, Tevin D.

[My Profile](#)

[My Team](#)

Pay Information

Latest Pay Stub: 06/30/2026

[All Pay Stubs](#)

[Direct Deposit Information](#)

[Deductions History](#)

Earnings

Benefits

Taxes

Job Summary

 My Activities

[Enter Leave Report](#)

[Request Time Off](#)

[Approve Time](#)

[Approve Leave Report](#)

[Approve Leave Request](#)

2 Select the 'In Progress' or 'Pending' for the leave request period.

 TENNESSEE STATE UNIVERSITY

Employee Dashboard • Leave Request

Leave Request

Approvals | Leave Report | Leave Request

Leave Request Period ▼

Request Period	Hours/Days/Units	Submitted On	Status	
Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology				
07/01/2026 - 07/15/2026			Not Started	Start Leave Request
07/16/2026 - 08/15/2026			In Progress	
08/16/2026 - 09/15/2026			Not Started	Start Leave Request
09/16/2026 - 10/15/2026			Not Started	Start Leave Request

Prior Periods



Alert! - If the requested date(s) are in the past, please continue to Step 3. Other than that, proceed to Step 4

3 Optional—Click "Prior Periods"

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Leave Request

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Leave Request Period ▼

Request Period	Hours/Days/Units	Submitted On	Status	
Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology				
07/01/2026 - 07/15/2026			Not Started	Start Leave Request
07/16/2026 - 08/15/2026			Not Started	Start Leave Request

Prior Periods

4 Click "Cancel Request"

The screenshot shows the Tennessee State University Employee Dashboard. The user is Noel, Tevin D. The breadcrumb trail is: Employee Dashboard > Leave Request > Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology. The main heading is 'Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology'. Below this, there are three buttons: 'Cancel Request' (circled in orange), 'Restart Leave Request', and 'Leave Balances'. The 'Cancel Request' button is highlighted with an orange circle. Below the buttons, there is a calendar view for the period 07/16/2026 - 08/15/2026. The calendar shows days from Thursday to Wednesday. The date 16 is highlighted in blue. Below the calendar, there is a section for 'Add Earn Code' with a dropdown menu labeled 'Select Earn Code'.

5 Click "Yes"

The screenshot shows the Tennessee State University Employee Dashboard. The user is Noel, Tevin D. The breadcrumb trail is: Employee Dashboard > Leave Request > Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology. The main heading is 'Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology'. A confirmation dialog box is displayed with the text 'Do you wish to cancel your leave request?'. The dialog box has two buttons: 'No' and 'Yes' (circled in orange). Below the dialog box, there is a calendar view for the period 07/16/2026 - 08/15/2026. The calendar shows days from Thursday to Wednesday. The date 16 is highlighted in blue. Below the calendar, there is a section for 'Add Earn Code' with a dropdown menu labeled 'Select Earn Code'.

6

Once you see "Leave Request cancelled successfully." you are done

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STATE UNIVERSITY

 Noel, Tevin D. 1

Employee Dashboard • Leave Request

✓ Leave Request cancelled successfully.

Leave Request

Approvals Leave Report Leave Request

Leave Request Period ▼

Request Period	Hours/Days/Units	Submitted On	Status	
Digital Transformation Officer & Apple Administrator, 118360-00, S, W40100, WTE Information Technology  Prior Periods				
07/01/2026 - 07/15/2026			Not Started	<button>Start Leave Request</button>
07/16/2026 - 08/15/2026			Not Started	<button>Start Leave Request</button>