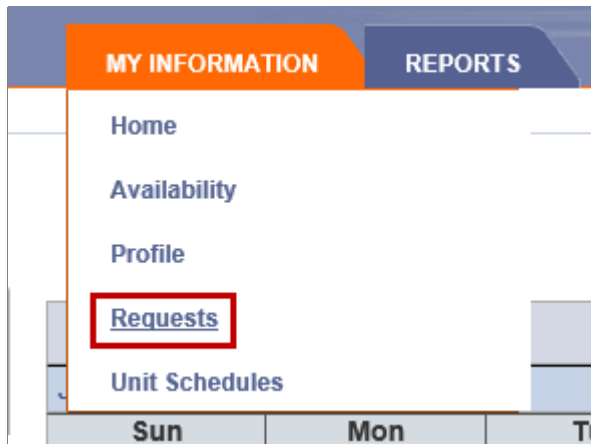


Workforce ESP Self Service can be used to edit or cancel a request that has been submitted for manager approval or review.

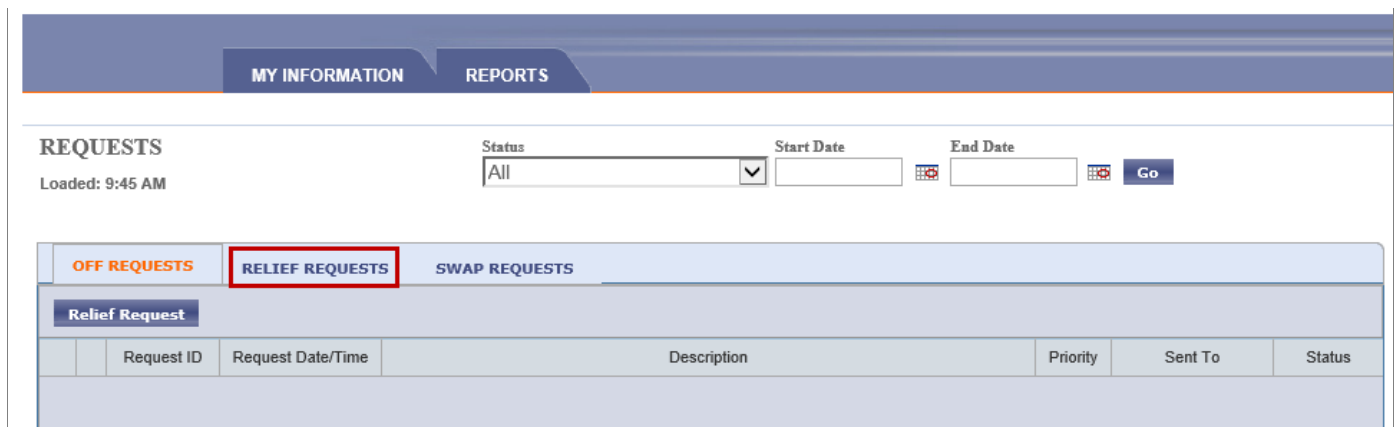
This feature is not used at all sites/programs. For more information, contact your timekeeper or manager.

From your Employee Home Page:

1. Click the **My Information** tab, then click **Requests**.



2. Click **Relief Requests**, to view the previously submitted relief requests.



- i** Use the Status menu and Start Date/End Date options to limit the number of requests you have submitted, if you need to cut down on what you are seeing on your screen.

3. Click the **Request ID** number.

OFF REQUESTS		RELIEF REQUESTS	SWAP REQUESTS	
Relief Request				
	Request ID	Request Date/Time	Des	
+	126	22/Feb/2021 21:02	Apr 06-Apr 07 EMERGENCY	
+	127	23/Feb/2021 09:37	Apr 20-Apr 21 EMERGENCY	
+	125	22/Feb/2021 20:27	Apr 10-Apr 10 EMERGENCY	

The *Relief Request* window opens, showing all the shifts within the request.

To edit (remove) one or more shifts included within the relief request:

4. Click the **check box** in the **Cancel column**, to the right of the date(s) you want to remove from the request, then click **Update**.

To Cancel the request:

5. Click **Cancel** at the bottom-left of the *Relief Request* window.

RELIEF REQUEST

Request ID: 127
Requester: William, James
Request Date: 23/Feb/2021
Sent To:

Comments
Add comments related to this request here.

Date	Details	Status	Last Viewed By	Cancel
Tue 20/Apr/2021	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending		<input type="checkbox"/>
Tue 20/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>
Tue 20/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>
Wed 21/Apr/2021	EMERGENCY, 4840, D030, 07:30 - 15:45	Pending		<input type="checkbox"/>
Wed 21/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>
Wed 21/Apr/2021	EMERGENCY, 4840, E023, 15:30 - 23:45	Pending		<input type="checkbox"/>

Update Cancel Help