

Canceling Leave In HORUS

This Quick Guide will step employees through the process of cancelling future leave requests in HORUS.

An employee may wish to cancel leave for a number of reasons, including;

- Changing the dates
- Changing the leave type originally selected
- No longer requiring the leave, or
- Other

Canceling leave

Leave requests that have been approved may be cancelled via HORUS. This includes future dated leave and leave up to 3 months in the past.

If the leave request is not available for cancellation, you will need to request cancellation from your local HR team

Local HR area contacts can be found at [Local HR area contacts](#)

Leave that has been manually entered by a local HR administrator

Currently, where an absence event has been manually added into the system by a local HR administrator, and not via HORUS Self-Service, requests for leave cancellation will need to be made directly to your local HR team.

To proceed with the cancellation, you will need to request cancellation from your local HR team.

Local HR area contacts can be found at [Local HR area contacts](#)

For technical assistance in relation to HRMS or HORUS please contact HR Systems.

Email: hrsystems@anu.edu.au

Phone: +61 2 6125 9622

Website: [HR Systems - Staff Services - ANU](#)

For general IT enquiries please contact the ANU Service Desk.

Email: servicedesk@anu.edu.au

Phone: +61 2 612 54321

Website: [Service Portal - ANU](#)

For general Human Resources advice or queries please contact the relevant team below.

College of Arts & Social Sciences: hr.cass@anu.edu.au

College of Asia & the Pacific: cap.hradvisory@anu.edu.au

College of Business & Economics: hr.cbe@anu.edu.au

College of Engineering, Computing and Cybernetics: hradvisory.cecc@anu.edu.au

College of Health and Medicine: hr.chm@anu.edu.au

College of Science: hr.cos@anu.edu.au

HR Business Partners – P&C (Central Portfolios): hrbp.pc@anu.edu.au

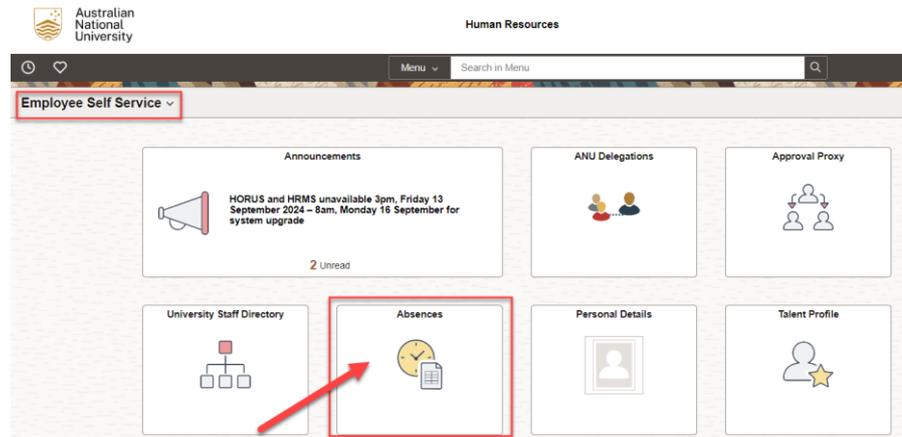
Remunerations & Conditions (Pay Roll): employment.services@anu.edu.au

Section 1:

Cancelling Leave

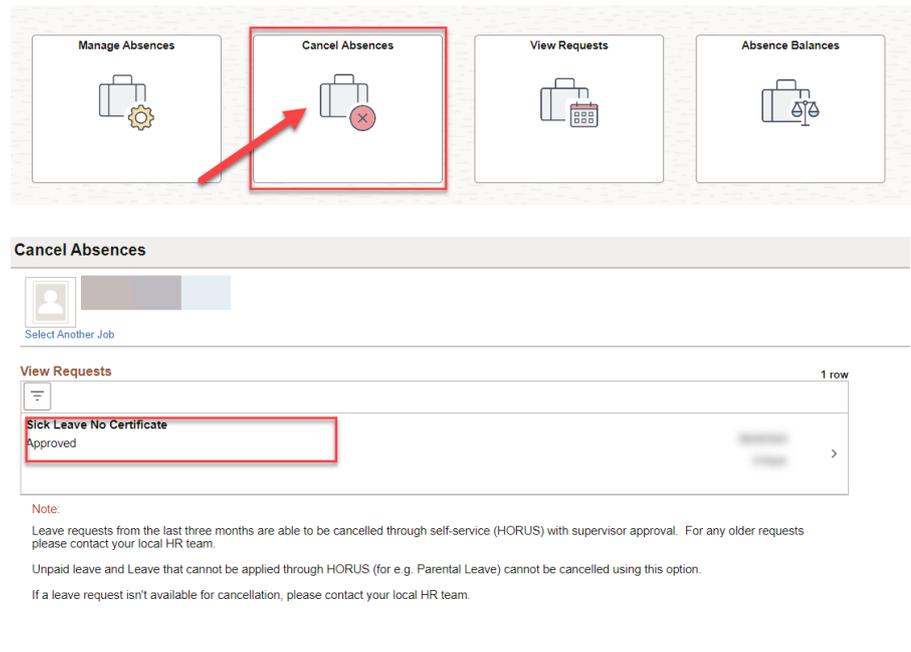
Step 1

- 1 Login to **HORUS**
- 2 Select the **Absences** tile from the Employee Self Service Menu



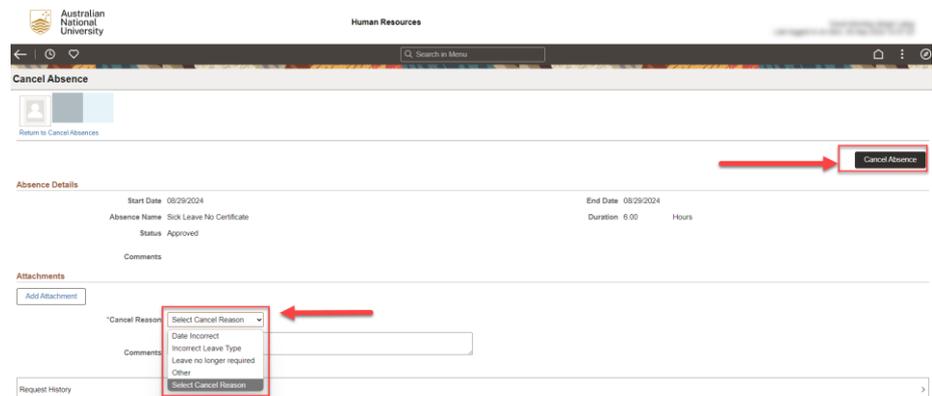
Step 2

- 1 Navigate to the **Cancel Absences** page.
- 2 Select the absence request you wish to cancel from the list.



Step 3

- 1 In order to cancel an absence, you will need to select a reason from the drop-down list. If you do not select an option, you will be prompted to do so.
- 2 Select **Cancel Absence** option



Step 4

You will be asked to confirm the action. If you wish to proceed with the cancellation, select **Yes**, otherwise select **No**.

- If you select **yes**, the request will go to your supervisor to approve. If your leave has not yet been approved by your supervisor, the cancellation will be processed without supervisor approval. The submitted original leave request will no longer be available for your supervisor to approve.
- If **no** is selected, you will be taken back to the request page.



Step 5

The absence request will reside on the **View Requests** page with a status of **Cancel in Progress** until your supervisor has approved the request.

Once approved, the leave event will disappear. Leave that was not yet approved will disappear as soon as the cancel request is submitted.

