



How to Modify your Leave Request in Titan's Direct



Overview

You have the flexibility to adjust or delete pending leave requests that haven't yet received approval. However, once a request has been approved, employee-initiated changes require supervisory consent.

You will be guided through the steps needed to modify your time off request in Titan's Direct



Locate the Request

1

Sign in to your Titan's Direct account
- <https://titansdirect.ccm.edu/>

Sign In

Students and current employees can click on the Single Sign On button to login.

All other users who have an account should enter their user name in the box below to login.

User name
SmithJ

Continue

Student/Employee Single Sign On

2

Select the "Employment" option, then select "Employee"
Select "Leave"

Employment

Employee

Leave

Leave Approval

The Leave Request page will open

3

New Request

Vacation 4/15/2024 - 4/17/2024 Draft

Save Submit Comments Delete

Outstanding Leave Requests

Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	21.00	4/15/2024 - 4/17/2024	Marjory R. Jones	Draft
Floating Holiday Taken	7.00	3/1/2024 - 3/1/2024	Marjory R. Jones	Draft
Sick	14.00	1/25/2024 - 1/26/2024	Marjory R. Jones	

Leave Type: Vacation

Start Date: 4/15/2024 End Date: 4/17/2024

Current Leave Balance: 150.58 hours
Pending: -7.00 hours
Effective Balance: 143.58 hours
Total Requested: 21.00 hours

SU 14 MO 15 TU 16 WE 17 TH 18 FR 19 SA 20

Un-Submit Your Request

Now, select your request and a new page will appear. the "Un submit" button, and the system will process your request. A message at the top of the screen will confirm the successful unsub mission with the text, "Leave Time Request Unsubmitted successfully."

Vacation 4/15/2024 - 4/17/2024 Submitted

Save Unsubmit

Leave Type: Vacation

Start Date: 4/15/2024

SU 14	MO 15	TU 16	WE 17	TH 18	FR 19	SA 20
	7.00	7.00	7.00			

Current Leave Balance: Pending: Effective Balance: Total Requested: 21.00 hours

This screenshot shows a leave request form for 'Vacation' from 4/15/2024 to 4/17/2024. The status is 'Submitted'. A green circle highlights the 'Submitted' button, and another green circle highlights the 'Unsubmit' button. A large green arrow points from the 'Submitted' button to the 'Unsubmit' button. The form includes a calendar view showing 7.00 hours requested for Monday, Tuesday, and Wednesday. A summary box on the right shows a total requested of 21.00 hours.

Vacation 4/15/2024 - 4/17/2024 Draft

Save Submit

Leave Type: Vacation

Start Date: 4/15/2024 End Date: 4/17/2024

SU 14	MO 15	TU 16	WE 17	TH 18	FR 19	SA 20
	7.00	7.00	7.00			

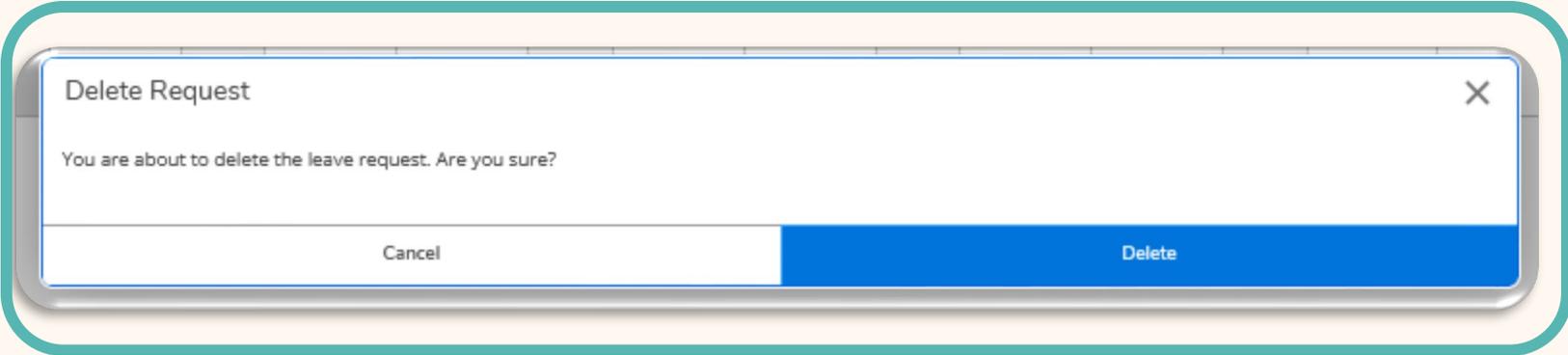
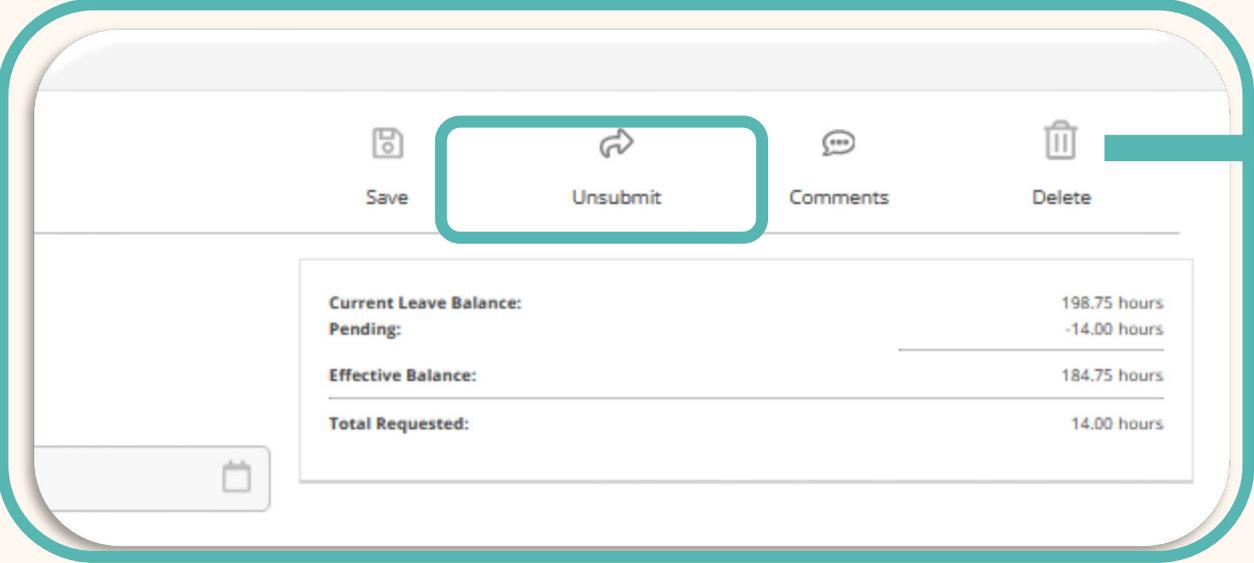
Current Leave Balance: Pending: Effective Balance: Total Requested: 21.00 hours

This screenshot shows the same leave request form, but now in 'Draft' status. A green circle highlights the 'Draft' button, and another green circle highlights the 'Submit' button. A large green arrow points from the 'Draft' button to the 'Submit' button. The form details are identical to the previous screenshot, including the calendar view and summary box.

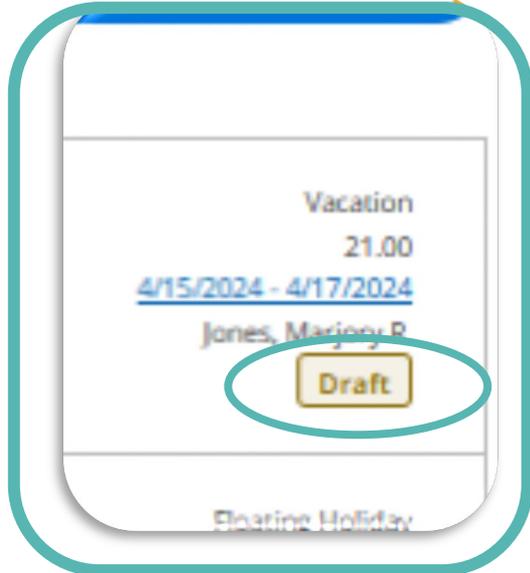
Delete a Request

You have the option to delete your request

To delete a request, first follow the process to un-submit it. Once unsubmitted, your request will become visible on the screen. Then, to delete the request, locate the "Delete" button on the right side of the screen and click it. You'll be prompted with the following message: "You are about to delete the leave request. Are you sure?" Confirm your decision by selecting "Delete." You will receive a confirmation message stating, "Leave Time Request has been deleted."



Modifying Leave



You will remain on the Leave Request screen. The unsubmitted request will appear on the left side, labeled as "Draft."

Proceed to make necessary updates and then Save and Re-submit the request for approval

Vacation

Start Date * *i* 4/15/2024

End Date * 4/17/2024

	SU	MO	TU	WE
<	14	15	16	17
	<input type="text"/>	7.00	7.00	7.00

Leave Type
Vacation

Start Date * *i* 4/15/2024

End Date * 4/16/2024

	SU	MO	TU	WE
<	14	15	16	17
	<input type="text"/>	0.00	0.00	<input type="text"/>

Save Submit

Be sure to save and submit your request.

Modifying Leave

Note the change in the amount of time requested

Outstanding Leave Requests

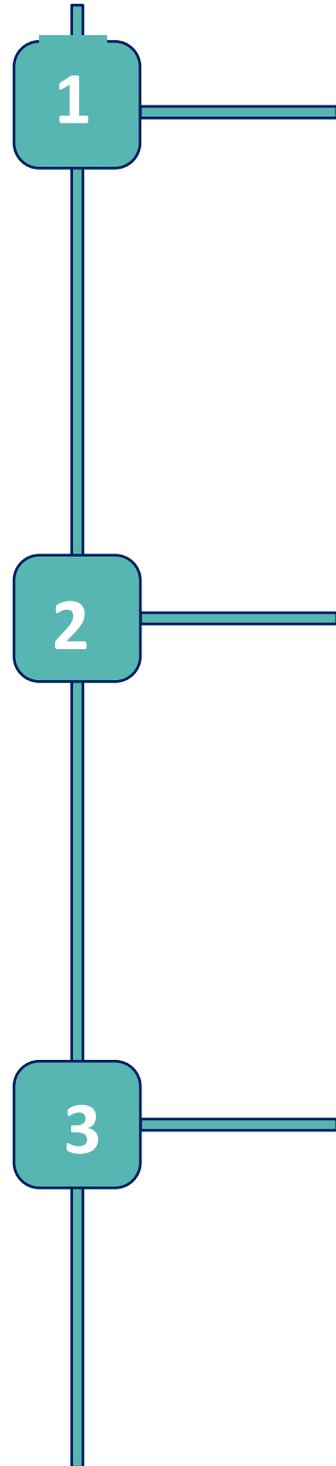
Leave Type	Total Hours	Date Range	Actioner	Status
Vacation	21.00	<u>4/15/2024 – 4/16/2024</u>	Jones, Marjory R.	Draft
Floating Holiday				



SAVE DELETE

Current Leave Balances:	150.58 hours
Pending:	-7.00 hours
Effective Balance:	143.58 hours
Total Requested:	14.00 hours

Review



1

Log Into Titan's Direct

Log into Titan's Direct and select "Leave" under the employee tab.

2

Open Submitted Request

Select the request you would like to modify or delete and open it. Select the 'Un-submit' icon on the right side of the page.

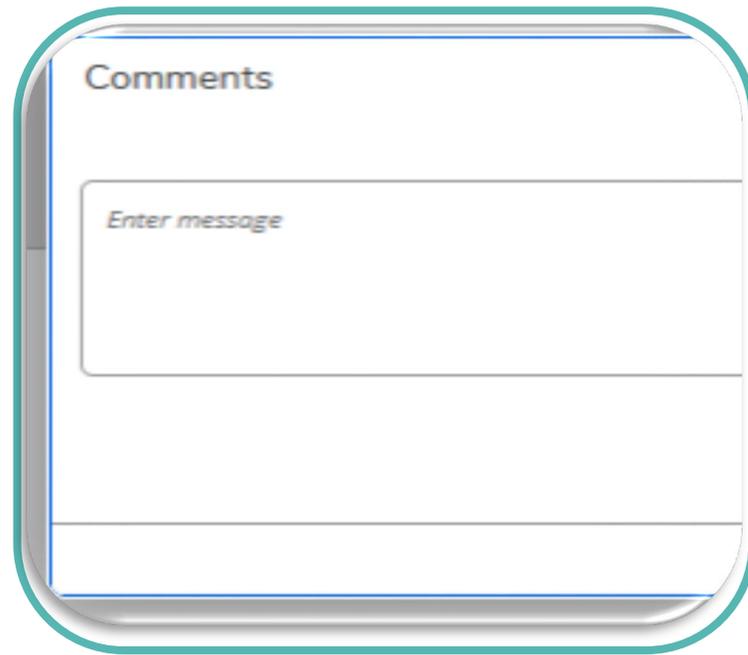
3

Delete or Modify

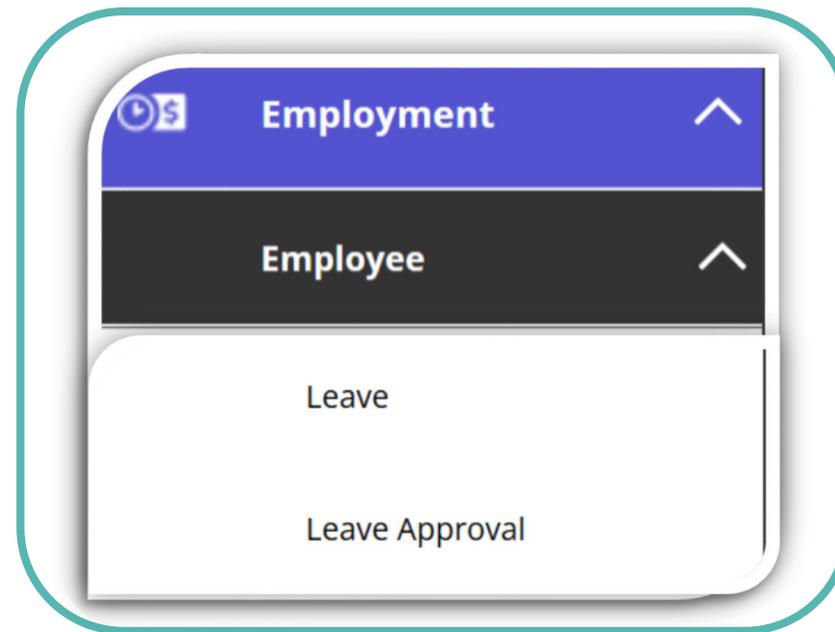
Delete - Use the Delete Option

Modify - Your request will revert to a draft and your prior balance will be restored. Make the necessary changes and re-submit for approval.

Reminders:



The comments you write are only seen by your supervisor



Modify your request through Titan's Direct



Review your main page to ensure everything displays as it should