

Cancelling a Job

This article explains how to cancel a job as a substitute and whether this action is available to you.

How to Cancel a Job

Let's first examine how to cancel a job. This will help determine whether the "Cancel" option is currently available to you.

Click the "Scheduled Jobs" tab on your homepage or select the specific day on your homepage calendar for when the job is set to occur. Either selection will list your job details. *In this example, the job is set to occur on August 30th.

August 2024

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 Available Jobs

1 Scheduled Jobs

2 Past Jobs

1 Non Work Days

Date	Time	Duration	Location	
Adria, Katara Report to: Main Office CONFIRMATION #654954210 Cancel				
Fri, 8/30/2024	7:30 AM - 3:00 PM	Full Day	Victoria County School District Beacon School	

A red "Cancel" option will be available if you have permission to cancel the job. Select **Cancel** and click **Yes, Cancel Job** in the pop-up to confirm and cancel the job. You may also be prompted to include a cancellation reason, depending on your district.



A job cannot be recovered once it has been cancelled. Please proceed with caution before confirming.

August 2024

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

September 2024

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

October 2024

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

2 Available Jobs

Date	Time	Duration	Location
Adria, Katara		Report to: Main Office	
Fri, 8/30/2024	7:30 AM - 3:00 PM	1 Full Day	Victoria County School District Beacon School

1 Non Work Days

Cancelling Job

Are you sure you want to cancel job #654954210?

Choose a Cancellation Reason (optional)

None Selected

No Yes, Cancel Job

CONFIRMATION #654954210

Cancel

Help Options:

If you do not see the "Cancel" option, then this permission may not be available to you, and an Admin will likely need to help. Please reach out to your District Admin via the Help Resources icon for assistance.

Absence Management

Victoria County School District

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Melody Pond Multi-District View

Requirements to Cancel a Job

Job visibility and cancellation options are managed *by your district*. So these options may or may not be available, depending on your enabled setup. A few common reasons why a "Cancel" option may not be made available include:

- Date/timeframe: The job may be too close to its start time
- District User Permissions: Access to job visibility and cancellations may be restrictive in your district

Please contact your District Admin if the "Cancel" option is not available and you require assistance.