


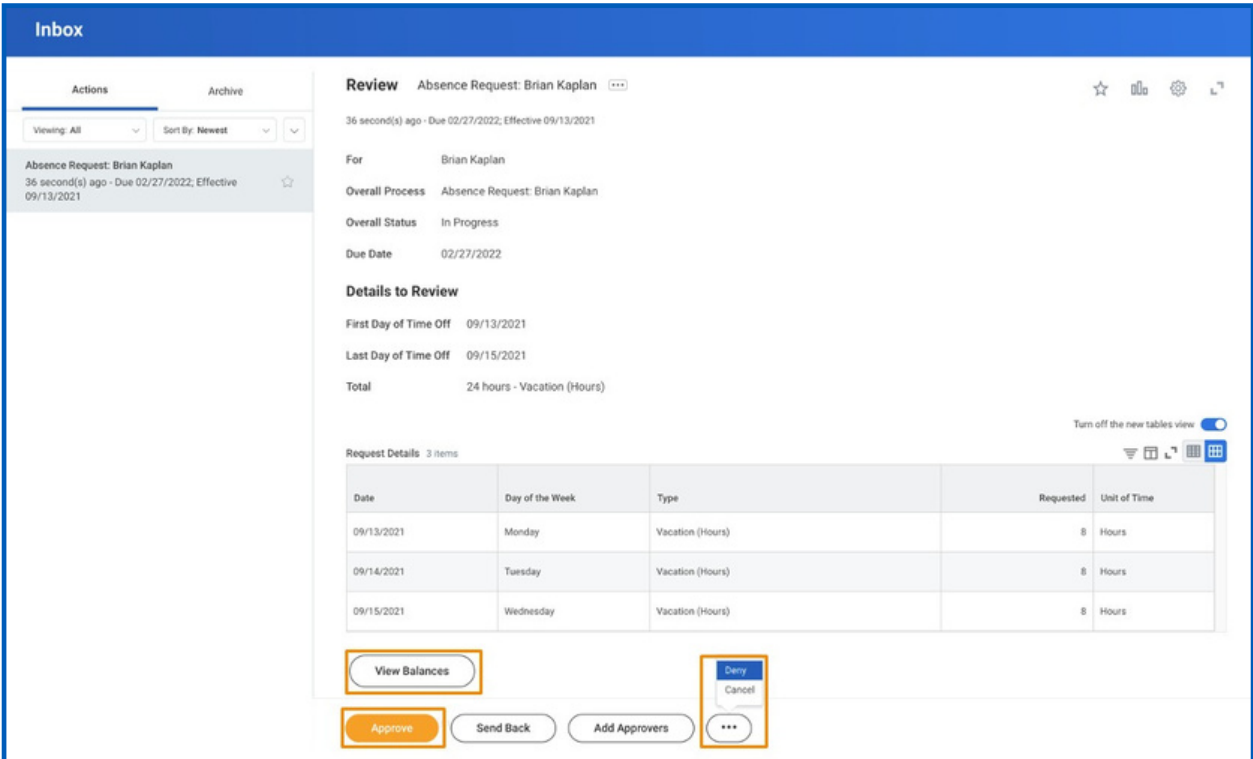
## APPROVE, DENY, AND SEND BACK ABSENCE REQUESTS

As a manager, you have the option to approve, deny, or send back absence requests.

To view an absence request:

1. Navigate to your **Inbox**.
2. Select the **Absence Request** Inbox item.
3. (Optional) Select the **View Balances** button to view an employee's time off balances.
4. Select **Approve**, **Send Back**, **Add Approvers** or the **More** button. 

From the More menu, you can select **Deny** or **Cancel**.



The screenshot shows the 'Inbox' interface for an absence request. The request is for Brian Kaplan, due on 02/27/2022, and is currently 'In Progress'. The details show a total of 24 hours of vacation requested from 09/13/2021 to 09/15/2021. The 'Request Details' table is as follows:

Date	Day of the Week	Type	Requested	Unit of Time
09/13/2021	Monday	Vacation (Hours)	8	Hours
09/14/2021	Tuesday	Vacation (Hours)	8	Hours
09/15/2021	Wednesday	Vacation (Hours)	8	Hours

At the bottom of the interface, there are several action buttons: 'View Balances', 'Approve', 'Send Back', 'Add Approvers', and a 'More' menu (three dots). The 'More' menu is open, showing 'Deny' and 'Cancel' options.



Whether an absence request routes to a manager or an HR representative depends on your organization's configuration of Workday. It may also be possible to approve or deny absence requests directly from Outlook email notifications.

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## TIME AND ABSENCE DASHBOARD

Manager

The Time and Absence dashboard gives managers quick access to several reports and tasks for managing team absences.

Worker	Check-in Status	Regular Hours	Overtime Hours	Double Time Hours	Hours Pending Approval	PTO Hours
Jacqueline Desjardins		0	0	0	0	16
Beth Liu		0	0	0	0	32
Maria Cardoza		0	0	0	0	0
		0	0	0	0	48

Worker	2023/02/06	2023
Beth Liu	8	
Jacqueline Desjardins	8	
Maria Cardoza	8	
Total	24	

## VIEW TEAM ABSENCES

Managers can view all team members' absences on the unified absence calendar. From the Time and Absence dashboard:

1. At the top of the dashboard, select the **Time** tab.
2. Under Tasks, select **Time Off and Leave Calendar**.
3. The unified absence calendar displays. Employee absence requests show the employee's name.

Time Off and Leave Calendar

Today < > August 2022 Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
Jeremy Miller (On Leave)	British Columbia Day					
7	8	9	10	11	12	13
Jeremy Miller (On Leave)						
14	15	16	17	18	19	20
Jeremy Miller (On Leave)						
21	22	23	24	25	26	27
Jeremy Miller (On Leave)						

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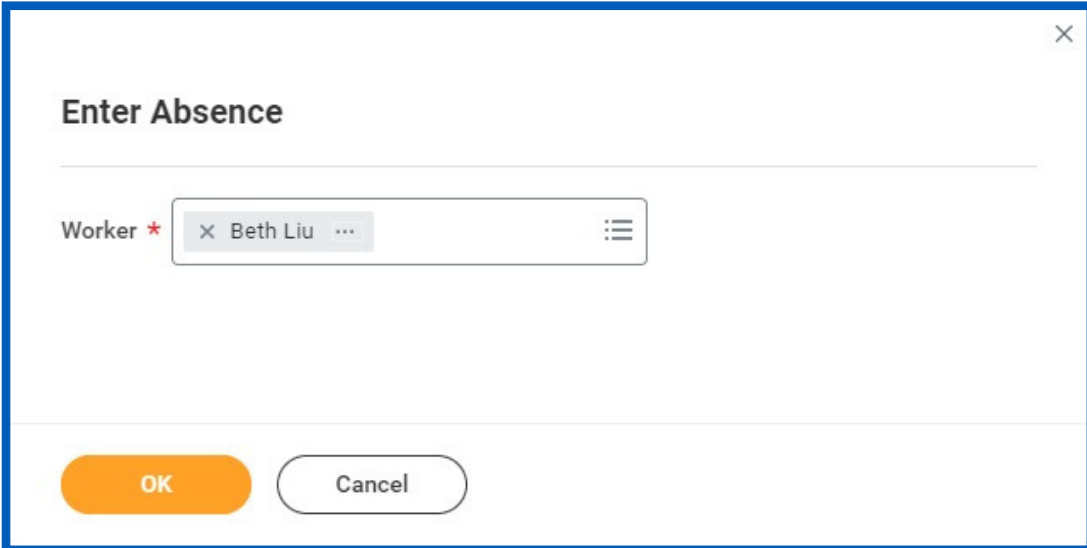


## ENTER ABSENCE FOR A DIRECT REPORT


Managers can easily enter an absence on behalf of their direct reports using the Enter Absence task.

From the Time and Absence dashboard:

1. At the top of the dashboard, select the **Absence** tab.
2. Under Tasks, select **Enter Absence** (expand **More (#)** if the task does not appear).
3. From the Worker prompt, select the direct report you are entering an absence for.



4. Select **OK**.
5. Choose one or more days for the worker's absence or select and drag to choose multiple days. To clear a selected day, choose the day on the calendar.
6. (Optional) Select the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long time period.
7. Select the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.

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Manager

- From the Type prompt, enter the type of absence requested. Your options will include both Time Off and Leave of Absence types.



Available Time Off and Leave types and their groupings will depend on your organization's configuration.

November 17, 2021

When

Type \* Search

Next Cancel

- Select **Next**.
- The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balances track in days or hours.
- (Optional) To change the amount, select **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed.
- Select **Done**.

Edit Quantity per Day

16 hours - Vacation (Hours) Total

Update All Quantities 8

2 items

Date	Quantity per Day	Comments
Tue, Aug 2, 2022	8	
Wed, Aug 3, 2022	8	

Done Cancel

- Attach any appropriate supporting documents by dragging them to the Attachments field or selecting **Select files**.
- Select **Submit**.



Depending on your organization's configuration, Workday may approve the request automatically, or it may route to an HR representative for approval.

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## CORRECT TIME OFF FOR A DIRECT REPORT

To correct a time off request for a direct report, you must have the appropriate security permissions enabled for the task. Additionally, you can only correct submitted and approved time off requests.

From the Time and Absence dashboard:

1. Within the Absence tab, under Tasks, select **Correct Absence**.
2. From the Worker prompt, select the direct report.
3. Select **OK**.
4. Select a time off entry to open the details.
5. Select the days off you want to correct or select the **Remove Row** icon to remove the days.

**Correct Absence** Brian Kaplan

Total  
16 Hours

Tuesday, August 2, 2022 - Wednesday, August 3, 2022

Select All  0 selected

Correct 2 items

	Date	Type	Daily Quantity	Select
⊖	Tuesday, August 2, 2022	Vacation (Hours)	8 Hours	<input type="checkbox"/>
⊖	Wednesday, August 3, 2022	Vacation (Hours)	8 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

6. In the Quantity per Day field, revise the requested hours.
7. Enter a comment if needed.
8. Select **Submit**.


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## CORRECT LEAVE OF ABSENCE FOR A DIRECT REPORT

To correct a leave of absence request for a direct report, you must have the correct permissions enabled for the task. You can only correct a submitted and approved leave of absence request.

From the Time and Absence dashboard:

1. Within the Absence tab, under Tasks, select **Correct Absence**.
2. From the Worker prompt, select the direct report.
3. Select **OK**.
4. Select the leave of absence entry on the calendar.
5. Select the Absence Event's **Related Actions**. 

 **Details**

When	Tuesday, August 2, 2022 - Wednesday, August 3, 2022
Type	Vacation (Hours)
Requested	16 Hours
Initiated On	08/31/2022 03:31 PM
Absence Event	Absence Request: Brian Kaplan
Comment	(empty)

6. Select **Business Process > Correct**.
7. Edit the Last Day of Work, First Day of Absence, Estimated Last Day of Absence, and Type as needed.
8. Enter a comment. Workday requires this step for a correction.
9. Select **Submit**.



Depending on your organization's configuration of Workday, you may have the option to attach documents when correcting Time Off or Leaves of Absence.

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## RETURN AN EMPLOYEE FROM A LEAVE OF ABSENCE

When an employee comes back to work after a leave of absence, the manager will enter information about their return.

From the Time and Absence dashboard:

- 1. Within the Absence tab, under Tasks, select **Return Worker from Leave**.
- 2. From the Worker prompt, select the direct report on leave.
- 3. Select **OK**.
- 4. Enter the First Day Back at Work.
- 5. Enter the Actual Last Day of Absence. The First Day Back at Work must be after the Actual Last Day of Absence.

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Education (08/30/2022)	08/30/2022	09/30/2022	<input type="text"/>

- 6. Select **Submit**.

