Time Off: Time Off Approval and Time Corrections

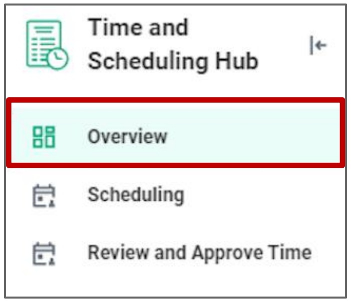
Manager

INTRODUCTION

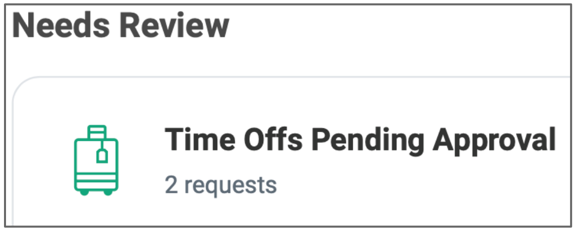
This job aid provides instruction for APPROVE TIME OFF REQUEST, ENTER ABSENCE FOR DIRECT REPORT, and ENTER CORRECTION TO TIME OFF FOR DIRECT REPORT.

APPROVE TIME OFF REQUEST

1. Go to **Time and Scheduling Hub** or **Workday Inbox.** Click on **Overview.**


Time and Scheduling Hub
Overview
Scheduling
Review and Approve Time

2. Click **Time Offs Pending Review.** If you have pending requests, you will find them here.


Needs Review
Time Offs Pending Approval
2 requests

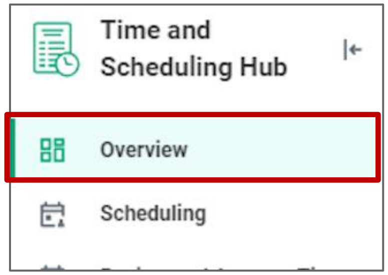
3. **Select** and Review Details (can also view previous time off requests and current balance info from the task), and select one the following options:

- **Approve**: If selected, the time off request for the employee is approved and employee is notified
- **Send Back**: If selected, a Send Back screen appears. Select the employee in the **To** field and enter the **Reason** for sending the Time off request back. Click **Submit**.
  - **Note**: The time off request routes back to the employee to correct. Once re-submitted, return to Step 1 in this section.

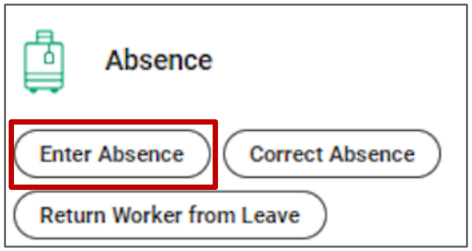
- **Deny**: If selected, a Deny screen appears. Enter the **Reason** for denying the time off request. Click **Submit**.
    - **Note**: *This cancels the entire business process.*
- **Close**: If selected, the task will save in your Inbox to return to later.

ENTER ABSENCE FOR DIRECT REPORT

1. Go to the **Time and Scheduling Hub.** Select **Overview.**

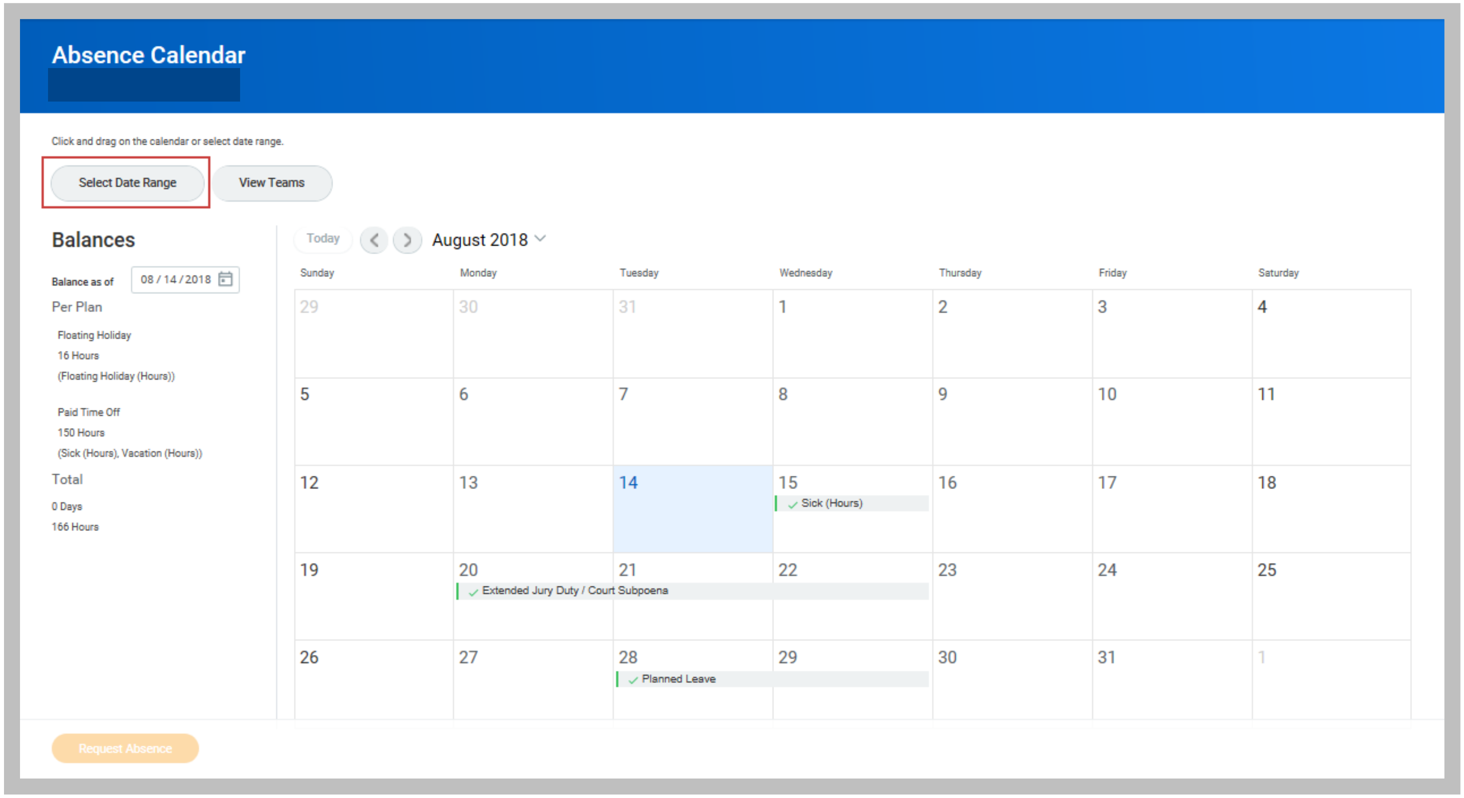

Time and Scheduling Hub
Overview
Scheduling

2. Select **Absence** then select **Enter Absence.**


Absence
Enter Absence
Correct Absence
Return Worker from Leave

3. Enter worker's Name or select worker from **My Team.**
4. The absence calendar displays.
5. Click on the day(s) you wish to enter time off or click and drag to select multiple days. Click on a selected day to deselect it.

Note: You may also click 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 period.



Absence Calendar

[redacted]

Click and drag on the calendar or select date range.

Balances

Balance as of 08 / 14 / 2018

Per Plan

Floating Holiday
16 Hours
(Floating Holiday (Hours))

Paid Time Off
150 Hours
(Sick (Hours), Vacation (Hours))

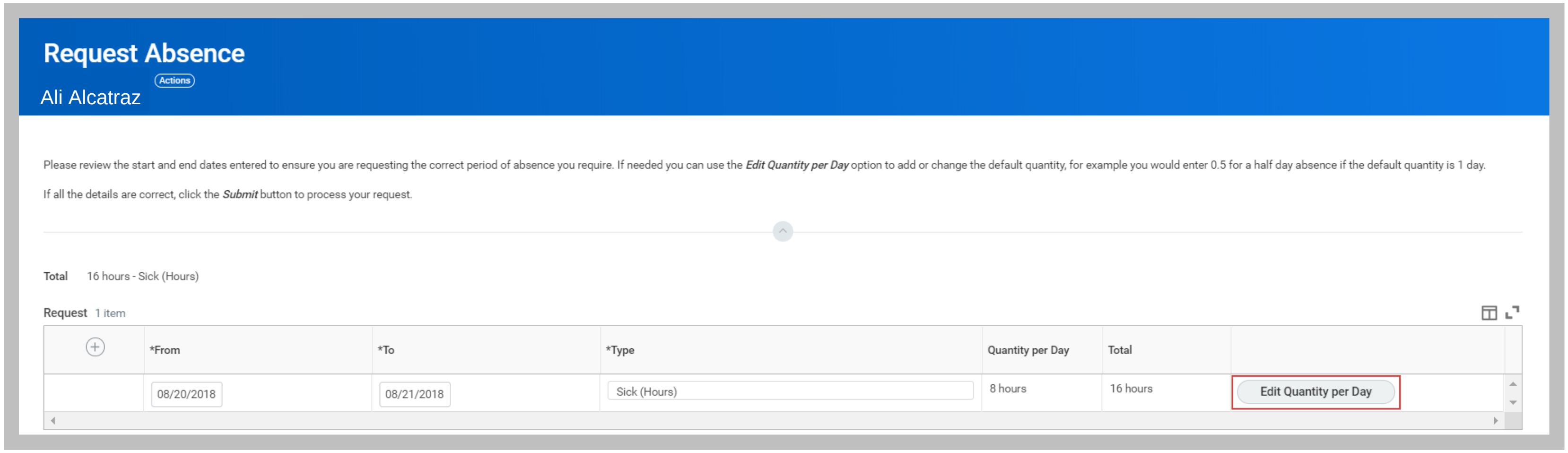
Total
0 Days
166 Hours

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 ✓ Sick (Hours)	16	17	18
19	20 ✓ Extended Jury Duty / Court Subpoena	21	22	23	24	25
26	27	28 ✓ Planned Leave	29	30	31	1

6. Click **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
7. Select the Type of absence requested. Your options will include both time off and leaves of absence types. You will only see the time off options for which the employee qualifies.
8. Click **Next**.

   Regular hours will be pre-populated for each day. You can edit the number of hours by clicking the **Edit Quantity per Day** option to change the Quantity per Day.
9. Click **Done.**



Please review the start and end dates entered to ensure you are requesting the correct period of absence you require. If needed you can use the *Edit Quantity per Day* option to add or change the default quantity, for example you would enter 0.5 for a half day absence if the default quantity is 1 day.

If all the details are correct, click the *Submit* button to process your request.

Total 16 hours - Sick (Hours)

Request 1 item

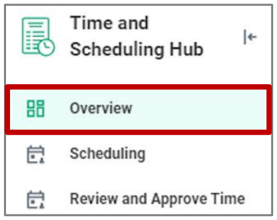
⊕	*From	*To	*Type	Quantity per Day	Total	
	08/20/2018	08/21/2018	Sick (Hours)	8 hours	16 hours	Edit Quantity per Day

Note: You may include any appropriate supporting documents by dragging them to the **Attachments** field or clicking **Select files**.

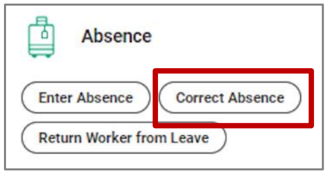
10. Click **Submit**.

ENTER CORRECTION TO TIME OFF FOR DIRECT REPORT

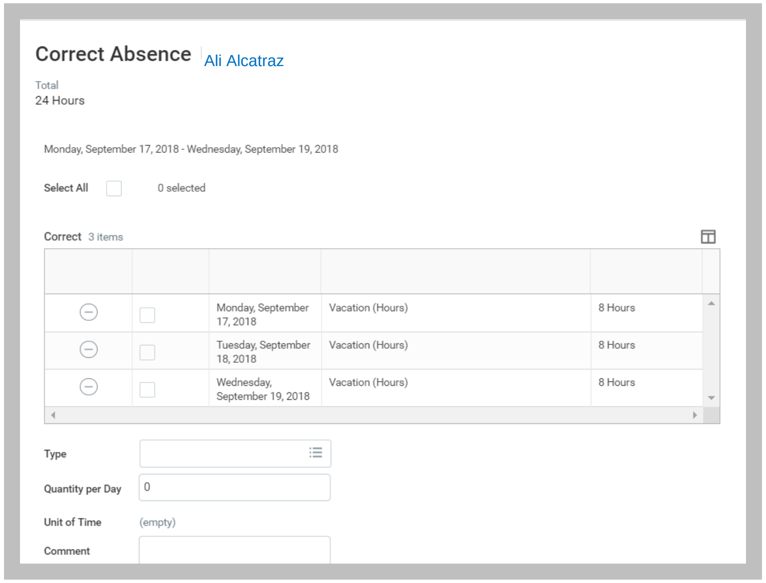
1. Go to **Time and Scheduling Hub.** Click **Overview.**


Time and Scheduling Hub
Overview
Scheduling
Review and Approve Time

2. Click **Absence** and select **Correct Absence.**


Absence
Enter Absence
Correct Absence
Return Worker from Leave

3. Enter Worker's name or select worker from **My Team.** The absence calendar displays.



Correct Absence Ali Alcatraz

Total
24 Hours

Monday, September 17, 2018 - Wednesday, September 19, 2018

Select All ☐ 0 selected

Correct 3 items

⊖	☐	Monday, September 17, 2018	Vacation (Hours)	8 Hours
⊖	☐	Tuesday, September 18, 2018	Vacation (Hours)	8 Hours
⊖	☐	Wednesday, September 19, 2018	Vacation (Hours)	8 Hours

Type
Quantity per Day 0
Unit of Time (empty)
Comment

4. Select the day(s) you want to correct/edit, or click the **Remove Row** icon (-), to completely remove the time off request. (e.g. no longer taking the time off)
5. Enter the **Type**. This is not necessary if you are completely removing the time off request.
6. Enter an adjustment to requested hours in the **Quantity per Day** field. This is not necessary if you are completely removing the time off request.
7. Add a comment
8. Click **Submit**.