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.

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

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.
Time Off: Time Off Approval and Time Corrections

- **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**.

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

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

Click and drag on the calendar to select data ranges.

Select Date Range  View Teams

Balances

Balance as of: 08/14/2018

Per Plan:
- PTO Hours
- Vacation (Hours)
- Sick Hours
- Total

0 Days
160 Hours

0

Request Absence

August 2018

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- Extended Jury Duty / Court Subpoena
- Planned Leave

Manager
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**.

   ![Request Absence Interface](Image)

   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.

2. Click Absence and select Correct Absence.

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