



Correcting Time Off Requests for Employee



The Correcting Time Off Requests for Employee tip sheet is for all employees.

Cancel a Submitted Time Off Request

You can cancel submitted but not yet approved time off requests. Once approved, you must correct the request to cancel it. (See Modify Previously Submitted and Approved Time Off Requests section.)

1. Beginning on the Workday home page, locate Your Top Apps. Select **View All Apps > Absence**.

NOTE: To add an app, select **Add Apps**, search for the app by typing its name, and select the plus sign.

2. Under the **Request** section, select **Request Absence** or **Correct My Absence** to access the unified absence calendar.
3. On the calendar, select the time off entry you want to cancel.
4. Select **Cancel this Request**.
5. Enter a comment. Workday requires a comment for cancellations.
6. Select **Submit**. The process does not require further approval.

Modify Previously Submitted and Approved Time Off Requests

From the **Absence** application:

1. Choose **Request Absence** or **Correct My Absence** to open the unified absence calendar.
2. On the calendar, select the time off entry you want to correct.
3. Select the days you want to correct or select the **Remove Row** icon to remove the days.
4. In the **Type** field, select the type of time off.
5. In the **Quantity per Day** field, enter an adjustment to requested hours.
6. Select **Submit**. The process then goes back to the manager for approval.