



# Manage Time Off Requests



## *The Manage Time Off Requests tip sheet is for Managers.*

Workday allows Managers to review and approve time off requests for their teams, increasing efficiency and streamlining the overall approval process. Time Entries submitted by an Administrator on behalf of an employee will be automatically approved.

As employees enter time off requests, managers will receive inbox tasks to review and approve, send back, or deny the request. Follow the steps below to review a request.

## Approve, Deny, and Send Back Time Off 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 Workday Inbox.
2. Choose the **Absence Request** inbox item.
3. (Optional) Select the **View Balances** button to view an employee's time off balances.
4. Choose Approve, Send Back, Deny, or Cancel.
  - **Approve** Time off request is approved.
  - **Send Back** Request is sent back to employee for corrections or review. Enter the reason and select **Submit**.
  - **Deny** Request was denied. Enter the reason and select **Submit**. This will terminate the business process. The employee will receive a notification in their Workday Inbox.
  - **Cancel** Exit out of request. If any changes were started, you must either Discard changes or continue to approve, send back or deny.
5. Select **View Balances** to view time off balance as of the current date.
6. Select **Previous Time Off Requests** to view previous time off requests.
7. Add comments as needed.
8. If employee uploaded documents, they will be located under **Attachments**. Select the file to open and view.

**NOTE:** If any employee edits an approved time off request, managers will receive an **Absence Correction** task in their Workday inbox to approve.

## Submit Time Off on Behalf of Employee

As a manager, you can submit time off on behalf of an employee.

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

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

2. Select **More > Enter Absence**.
3. In the Worker field, select **My Team**, select the worker you want to submit time for and **OK**.
4. Select the day(s) you wish to enter for your worker.
5. Select **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
6. In the **Type field**, select **Time Off**.
7. Select the type of time off and select **Next**.
8. The **Quantity per Day** will default based on employee type. You can **Edit Quantity per Day** if needed.
9. A pop up will appear with a line item for each date requested.
10. Edit quantity per day as needed.
11. Add comments if necessary.
12. Select **Done**.
13. Enter any necessary comments.
14. Documents can be attached if needed.
15. Review details and select **Submit** if complete or **Cancel** to quit.

## Correct Time Off on Behalf of Employee

1. As a manager, you can correct time that has already been approved.
2. Beginning on the Workday home page, locate Your Top Apps. Select **View All Apps > Team Time**.
3. Select **Correct Time Off**.
4. In the **Worker** field, choose from **My Team**, **Workers by Manager**, or **Workers by Supervisory Organization**.
5. Select the worker you want to correct time for and **OK**.
6. Select the approved time off day or block you wish to correct for your worker.
7. Select the **-** sign to remove a specific date

**OR**

Check the box of the specific date you want to modify and change **Type** or **Quantity per Day**.

8. Select **Submit**.

## Time Off Request Considerations

Managers should consider college specific policies when approving time off requests. (e.g., voting time off office, negative hours, etc.)