



Absence Audits/Reports



HR Team (Absence Partner) - may use the Absence Audits and Reports Tip sheet for leave (FMLA, Military).

Payroll – may use for all time offs.

Worker Absence Reports

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

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

2. Choose from the Standard Reports:

All Worker Time Off – View all approved, pending, and denied time off requests.

1. In the **Organizations** field, choose **Organizations by Type > Company**.
2. Leave the Start Date and End Date blank for an open-ended search or to narrow the search enter specific Start and/or End Dates.

Approved Time Off – View the approved time off.

1. In the **Organizations** field, choose **Organizations by Type > Company**.
2. Leave the Start Date and End Date blank for an open-ended search or to narrow the search enter specific Start and/or End Dates.