



# Correcting an Approved Absence



*The Correcting an Approved Absence on Behalf of an Employee tip sheet is for Managers, Timekeepers, and Time Tracking Administrators.*

1. Beginning on the Workday homepage, locate Your Top Apps. Select **View All Apps > My Team Management**.
2. Under **My Team**, select the More Actions symbol (...) next to the Name of the employee with an absence you would like to edit/cancel.
3. Under **Actions**, select **Time and Leave > Correct Time Off**.
4. Select the absence request to be corrected. Workday will display a pop-up menu with the following options:
  - a) Select or remove a row (or specified date) within the Correct table. You may also select all rows using the Select All checkbox.
  - b) To cancel a leave request, remove the row by selecting the (-) icon.
  - c) Adjust the Absence Type. Note: You may only select a new subcategory of the original Absence Type (e.g., Paid Time Offs, Unpaid Time Offs or Leave of Absence).
  - d) Adjust the number of hours per day in the Quantity per Day field.
  - e) Add a comment to the correction (if needed).
5. Select **Submit**. The correct absence request will automatically be approved.