



# 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 or delete 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 cancelations.
6. Select **Submit**. The process does not require further approval.

## Modify Previously Submitted and Approved Time Off Requests

If your absence request has already been approved by your manager, you can delete or modify it.

1. Navigate to **Absence** application.
2. From the **Request** column, click **Correct My Absence**.
3. From the calendar, select the absence you would like to correct.
4. Under **Select**, choose the day(s) to be changed.
5. Adjust the absence **Type** and/or the **Quantity Per Day**.
6. To delete the absence, click the **minus icon** or decrease the daily quantity to "0."
7. Use the Comment field to enter any relevant supporting information. You may receive an error if you do not provide a comment.
8. Click **Submit**.

**NOTE:** The change will appear grayed out on the Absence calendar until Manager approves. Once approved by your Manager, the change will display on the Absence calendar.