



Manage Absence for Employees



The Manage an Absence for Employees tip sheet is for all employees. Manage Absence is a calendar view designed for reviewing, updating, and approving tasks.

Adding Workday Apps

To add any of the absence apps referenced in this tip sheet, go to your **Menu** > **Add**, search for the app by name, and select **+**.

Requesting and Managing an Absence

1. Beginning on the Workday homepage, select the **Manage Absence** button OR from the menu **View All Apps > Manage Absence**.
2. Using the month calendar view, select the date(s) you are requesting > Scroll down to blue button, select button to continue.
3. From the pop-up window, select the **Type of Absence**. Refer to the Absence Type table below for additional information on absence types.
4. Confirm the absence type and enter the **Hours (Daily)** you plan to request.
 - The **Hours (Daily)** field defaults to 8 hours. Select **Edit Individual Days** to adjust this entry, if needed.
5. Add comments as needed.
6. Select **Submit Request** to send the request to your supervisor.

Note: This action will also edit weekend hours if any weekend dates are included.

Once approved, you will receive a notification in your Workday My Tasks and the request will display green on your absence calendar.

Actions

Beginning on the Workday homepage, select the **Manage Absence** button OR from the menu **View All Apps > Manage Absence**. The full month calendar displays.

1. Select **Actions** to view additional options that can be taken.
 - **Enter My Time** - navigates to a shortcut for Entering Time functionality
 - **My Absence** - provides a summary of absence requests/balances as of current date

- **View Teams** - displays team members' time off requests in a calendar view
- **Select Date Range** - opens the Request Absence pop up calendar

Viewing your Balances and Requests

Navigating to this area on the screen, the current balances and requests are displayed. The balances default to the current date and can be changed to reflect a future date.

Viewing your Balances:

1. Navigate to the **Manage Absence** app.
2. From the **View Your Requests and Balances per Plan as of date** section, select the **Balances** tab.
3. Move cursor to calendar drop down menu to display the current month calendar.
4. Use the arrows to move forwards and backwards in time.
5. Select the date on the screen.
6. The balances will be updated to reflect the balance available as of the new date selected.

Viewing your Requests:

1. Navigate to the **Manage Absence** app.
2. From the **View Your Requests and Balances per Plan as of date** section, select the **Requests** tab.
3. Use the scroll bar to review the information. The system displays the requests from the past 6 months and for the next 12 months.

Canceling an Absence Request

You can cancel submitted but not yet approved absence requests. Once approved, you can correct the request or cancel it. The request that is not approved will be displayed in a gray box.

1. Navigate to the **Manage Absence** app.
2. Select the Absence **entry** you want to cancel.
 - The full month calendar view gives options to move forwards or backwards in view. Navigate the full calendar to the desired month.
3. Enter a comment describing why you are requesting a cancelation.
4. Select **Cancel Absence**.
5. Select **OK**. This process does not require further approval.

6. Select **View Details** for more information.

Modifying an Absence Request

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

1. Navigate to the **Manage Absence** app.
2. Select the absence entry you want to modify.
3. Choose to the **Edit** or **Cancel Absence**.
 - To **Cancel Absence**, enter appropriate comments > Select **OK**.
 - To **Edit** absence, make the adjustments needed. Use the Comment field to enter any relevant supporting information > select **Submit Request**.

Note: To edit hours for individual days, select the **Edit Individual Days** link.

The system will display available balance and remaining balance on the bottom of the screen.

Absence Request Status

An absence request or absence correction request status can be determined by navigating to **Manage Absence** and viewing the color of the request.

1. From the **Manage Absence** app, locate the absence request in question and view the color.
2. **Green:** The request is approved.
3. **Grey:** The request is awaiting approval.