



Manage Absence for Managers



The Managing Absence Requests tip sheet is for Managers.

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

As employees enter absence requests, managers will receive a My Tasks action to review and approve, send back, or deny the request.

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 **+**.

Acting on an Absence Request

As a manager, you have the option to approve, deny, or send back absence requests.

To view an absence request:

1. From Workday, navigate to **My Tasks**.
2. Choose the **Absence Request** item.
 - **(Optional)** Select **View Balances** to view an employee's time off balances.
 - **(Optional)** Select **Previous Absence Requests** to view past requests.
3. If the employee has uploaded documents, they will be located under **Attachments**. Select the file to open and view.
4. Add comments as needed.
5. Choose **Approve**, **Send Back**, **Deny**, or **Cancel**.
 - **Approve:** Absence request is approved.
 - **Send Back:** Request is returned to the employee for corrections or review. Enter the reason and select **Submit**.
 - **Deny:** Request is denied. Enter the reason and select **Submit**. This will terminate the business process. The employee receives a notification in their Workday **My Tasks**.
 - **Cancel:** Exit out of request and discard any changes.

NOTE: If an employee edits an approved absence request, the manager will receive an **Absence Correction** task in their **My Tasks** inbox to approve.

Manage Absence Calendar

Managers can use features in the Manage Absence calendar, such as the Switch Worker function, Team Absence calendar, or the shortcut Actions tab to navigate between team members' calendars and easily view, edit, or cancel requests.

Actions

The Manage Absence calendar offers several available actions. Follow the steps below to learn how to navigate and access them.

1. Beginning on the Workday homepage, select the **Manage Absence** button OR from the menu **View All Apps > Manage Absence**. The full month calendar displays.
2. Select **Actions** to view additional options that can be taken.
 - **Enter My Time** - shortcut to the Enter Time functionality
 - **My Absence** - provides a summary of absence requests and balances as of current date
 - **Team Absence Calendar** - provides a weekly summary of absence events for workers
 - **View Teams** - displays team members' time off requests in calendar view
 - **Select Date Range** - opens the Request Absence pop up calendar

Switch Worker

As a manager, you can submit time off for yourself. This topic is covered in the Manage Absence Request for All Employee's tip sheet. This section covers how Managers can switch workers to manage time off requests.

1. Beginning on the Workday homepage, select the **Manage Absence** button OR from the menu **View All Apps > Manage Absence**.
2. The full-month calendar view appears. Use the navigation options to move forward or backward and select the desired month.
3. Select **Switch Worker**. The Select Worker box appears.
4. Using the drop-down box, type the worker's name or select the worker through the available options. An option to toggle back to **Manage My Absence** self is available, if needed.
5. Select **OK** to continue. The worker's name appears at the top of the calendar, and the displays information updated for that worker.

Requesting an Absence for a Worker

1. The full month calendar view gives options to move forwards or backwards in view. Navigate the full calendar to the desired month.

2. Using the calendar, select the date(s) you are requesting time off on behalf of your employee. Select **Continue**.
3. From the pop-up window, select the appropriate **Type of Absence**.
4. From this page, confirm the type and hours per day requested.
5. The **Hours (Daily)** field defaults to 8 hours. Select **Edit Individual Days** to adjust this entry, if needed. Add comments as appropriate.
6. Select **Submit Request**.

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

Modifying an Absence Request for a Worker

1. Using the calendar, select the request you are modifying on behalf of your worker. A new screen appears with the summary of the request.
 - Available balances and remaining balances are displayed on the side of the calendar.
2. Choose to **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: This action will also edit weekend hours if any weekend dates are included.

The Absence Request edit is automatically approved and is displayed in green. The worker will receive a notification in their Workday My Tasks.