



Manage Time Off Requests



The Manage Time Off Requests tip sheet is for Managers.

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

As employees enter time off requests, managers will receive inbox tasks to review and approve, send back, or deny the request. Follow the steps below to review a request.

Approve, Deny, and Send Back Time Off Requests

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

To view an absence request:

1. Navigate to your Workday Inbox.
2. Choose the **Absence Request** inbox item.
3. Optional: Select the **View Balances** button to view an employee's time off balances.
4. Optional: Select **Previous Time Off Requests** to view previous time off requests.
5. If the employee uploaded documents, they will be located under **Attachments**. Select the file to open and view.
6. Add comments as needed.
7. Choose **Approve**, **Send Back**, **Deny**, or **Cancel**.
 - **Approve:** Time off request is approved.
 - **Send Back:** Request is returned to the employee for corrections or review. Enter the reason and select **Submit**.
 - **Deny:** Request was denied. Enter the reason and select **Submit**. This will terminate the business process. The employee will receive a notification in their Workday Inbox.
 - **Cancel:** Exit out of request and discard any changes.

NOTE: If an employee edits an approved time off request, the manager will receive an **Absence Correction** task in their Workday Inbox to approve.

Submit Time Off on Behalf of Employee

As a manager, you can submit time off on behalf of an employee.

1. From the Workday menu, select **Time & Absence**.

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

2. Select **My Team's Absence** tab.
3. Under **Tasks**, expand the list by selecting **More (2)**, select **Enter Absence**.
4. Click into the **Worker** field, select **My Team** and choose the employee for whom you want to submit an absence.
5. Select **OK**.
6. Select the day(s) on the calendar the employee will be absent.
7. Select **Request Absence**. The number of days you requested dynamically displays on the button to help confirm your request.
8. Click into the **Type** field, select **Time Off** and choose the type of time off.
9. Select **Next**.
10. The **Quantity per Day** will default based on employee type. You can select **Edit Quantity per Day** if needed.
 - If editing quantity per day, a pop up will appear with a line item for each date requested.
 - Edit quantity per day as needed.
 - Add comments if necessary.
 - Select **Done**.
10. Enter any necessary comments.
11. Documents can be attached if needed.
12. Select **Submit** if complete, or **Cancel** to discard the changes and return to this task later.

Correct Time Off on Behalf of Employee

As a manager, you can correct an absence that has already been approved.

1. From the Workday menu, select **Time and Absence**.
2. Select the **My Team's Absence** tab.
3. Under **Tasks**, expand the list by selecting **More (2)**, select **Correct Absence**.
4. Click into the **Worker** field, select **My Team** and choose the employee for whom you want to correct the approved time off.

5. Select **OK**.
6. In the calendar view, select the absence you wish to correct.
7. In the **Correct Absence** window, select the day(s) of the absence to be corrected. Make any necessary changes in the Type, Quantity per Day, and/or Comment fields.
8. If necessary, select the “–” symbol to remove a date from the absence.
9. Enter any necessary comments.
10. Documents can be attached if needed.
11. Select **Submit** if complete or **Cancel** to discard the changes and return to this task later.