


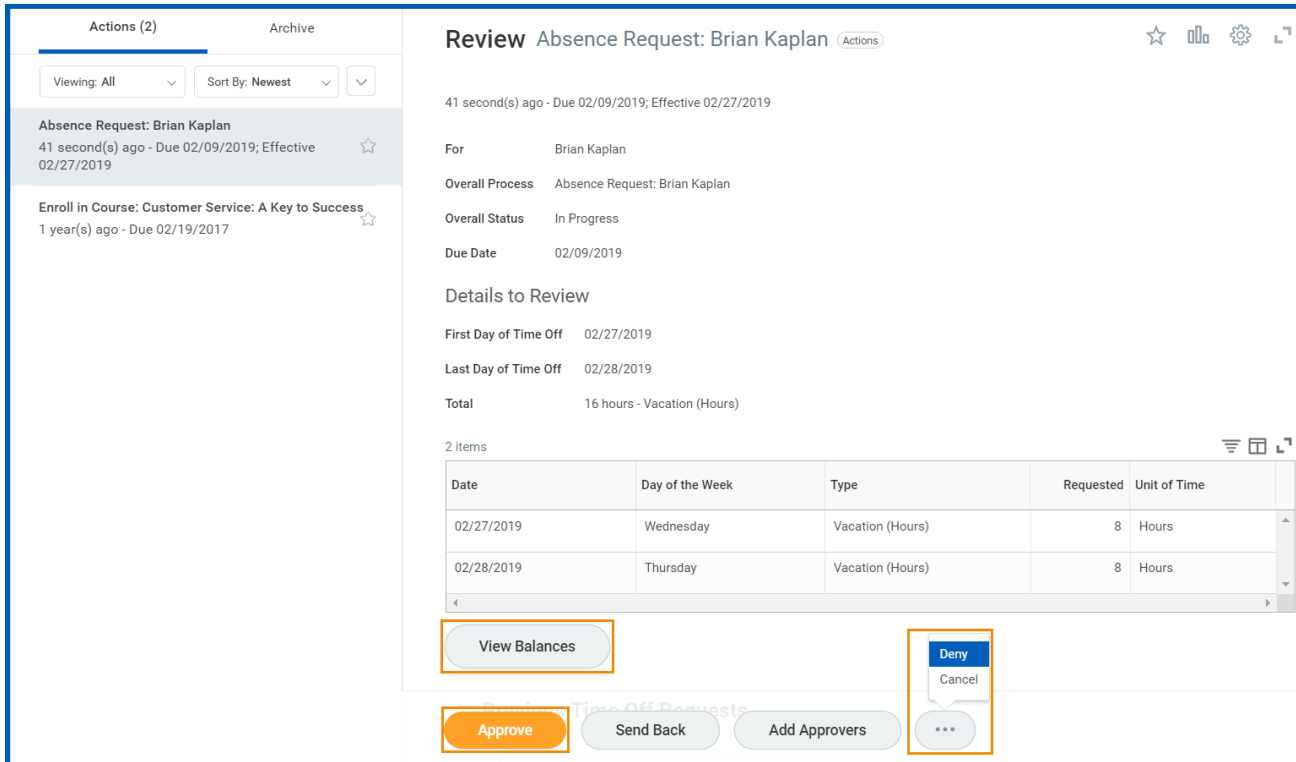
Time Off: Manage Team's Absences

APPROVE, DENY, AND SEND BACK ABSENCE 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 **Inbox**.
2. Click the **Absence Request** Inbox item.
3. (Optional) Click the **View Balances** button to view an employee's time off balances.
4. Click **Approve**, **Send Back**, **Add Approvers** or the **More**  button. From the More menu, you can select **Deny** or **Cancel**.



Review Absence Request: Brian Kaplan Actions

41 second(s) ago - Due 02/09/2019; Effective 02/27/2019

For Brian Kaplan

Overall Process Absence Request: Brian Kaplan

Overall Status In Progress

Due Date 02/09/2019

Details to Review

First Day of Time Off 02/27/2019

Last Day of Time Off 02/28/2019

Total 16 hours - Vacation (Hours)

2 items


Date	Day of the Week	Type	Requested	Unit of Time
02/27/2019	Wednesday	Vacation (Hours)	8	Hours
02/28/2019	Thursday	Vacation (Hours)	8	Hours

View Balances

Approve **Send Back** **Add Approvers** **More** (Deny, Cancel)

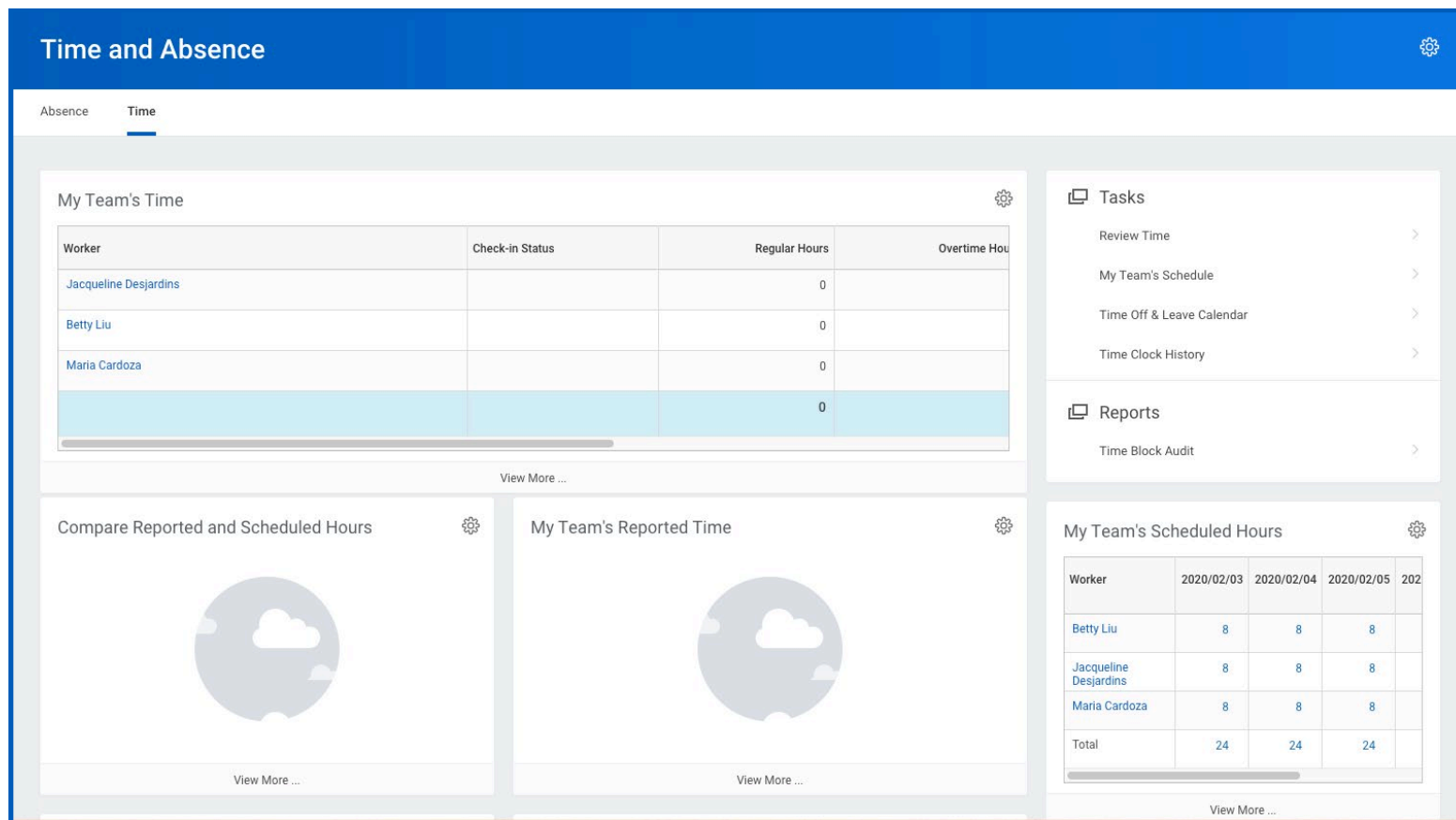
5. If approved, click the **Detail and Process** arrow to view the employee's time off summary.
6. Click **Done**.

Time Off: Manage Team's Absences

 **Note:** Whether an absence request routes to the manager or an HR representative depends on your organization's configuration of Workday. It may also be possible to approve or deny absence requests directly from Outlook email notifications.

TIME AND ABSENCE DASHBOARD

The Time and Absence dashboard gives managers quick access to several reports and tasks for managing team absences.



My Team's Time

Worker	Check-in Status	Regular Hours	Overtime Hou
Jacqueline Desjardins		0	
Betty Liu		0	
Maria Cardoza		0	
		0	

Tasks

- Review Time >
- My Team's Schedule >
- Time Off & Leave Calendar >
- Time Clock History >

Reports

- Time Block Audit >

My Team's Scheduled Hours

Worker	2020/02/03	2020/02/04	2020/02/05	202
Betty Liu	8	8	8	
Jacqueline Desjardins	8	8	8	
Maria Cardoza	8	8	8	
Total	24	24	24	

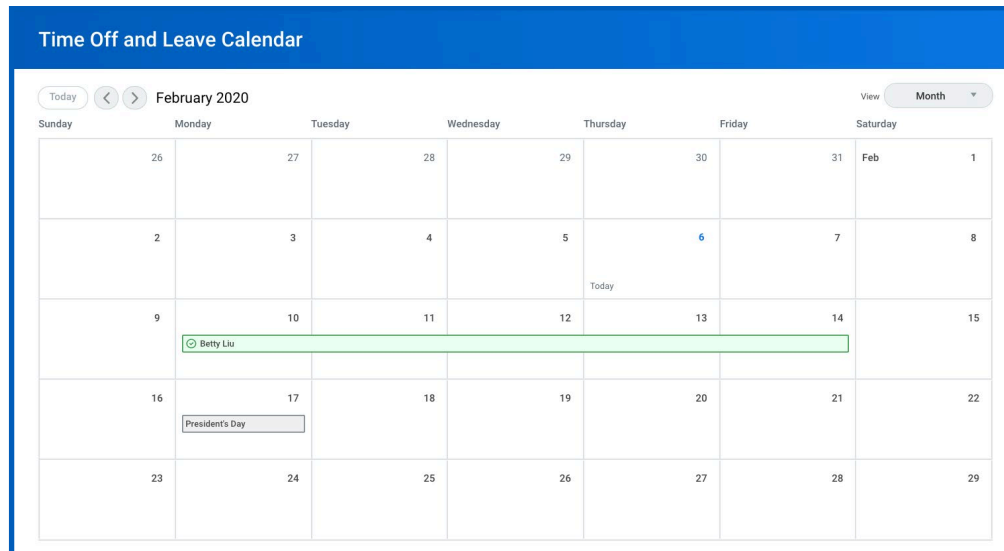
Time Off: Manage Team's Absences

VIEW TEAM ABSENCES

Managers can view all of their team members' absences at a glance on the unified absence calendar.

From the Time and Absence dashboard:

1. Click the **Time** tab at the top of the dashboard.
2. Click **Time Off and Leave Calendar** under Tasks.
3. The unified absence calendar displays. Employee absence requests show the employee's name.

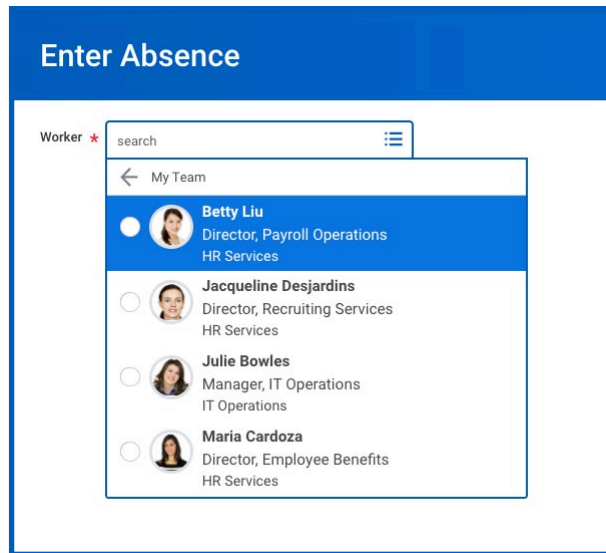


ENTER ABSENCE FOR A DIRECT REPORT

Managers can easily enter an absence on behalf of their direct reports using the Enter Absence task.

From the Time and Absence dashboard:

1. Click the **Absence** tab at the top of the dashboard.
2. Click **Enter Absence** under Tasks (expand **More (#)** if task does not appear).
3. Select the direct report you are entering absence for from the Worker prompt.

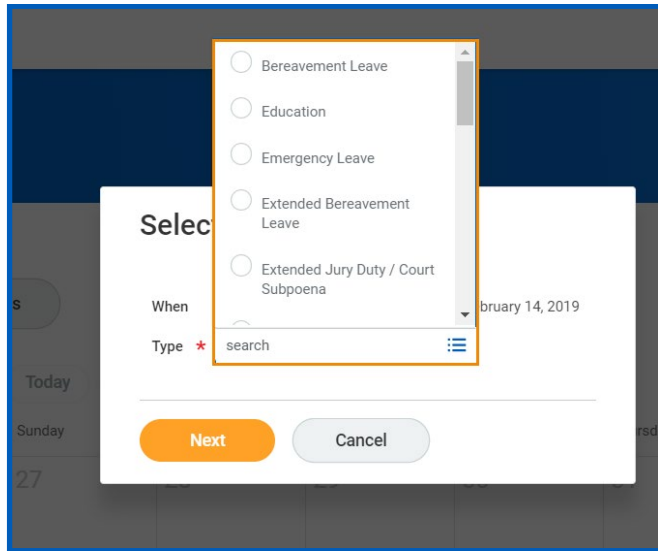


4. Click **OK**.
5. Click on one or more days for the worker's absence or click and drag to select multiple days. Click on a selected day to deselect it.
6. (Optional) Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
7. Click the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.
8. Enter the type of absence requested from the Type prompt. Your options will include both Time Off and Leave of Absence types.



Note: Available Time Off and Leave types and their groupings will depend on your organization's configuration.

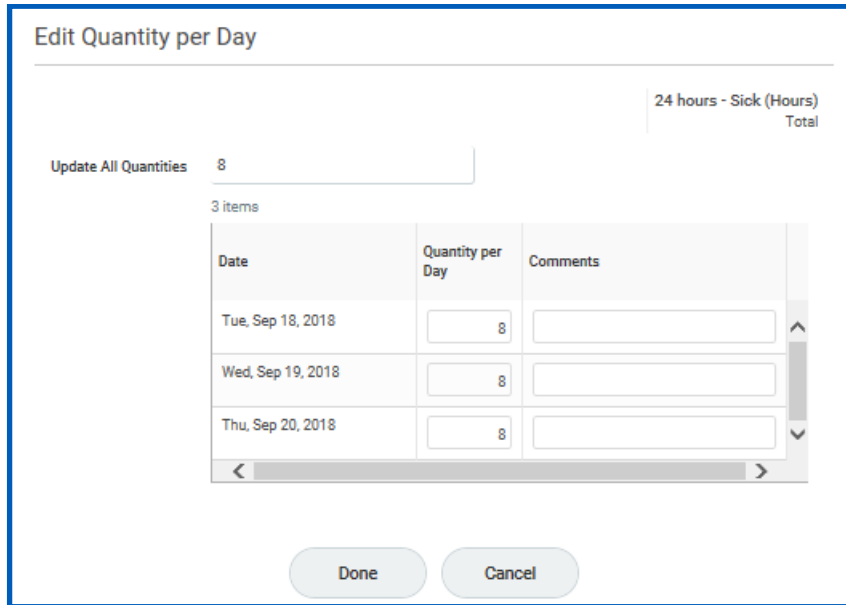
Time Off: Manage Team's Absences



9. Click **Next**.

10. The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balances track in days or hours.

11. (Optional) To change the amount, click **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed. Click **Done**.



Date	Quantity per Day	Comments
Tue, Sep 18, 2018	8	
Wed, Sep 19, 2018	8	
Thu, Sep 20, 2018	8	

12. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.

13. Click **Submit**.



Note: Depending on your organization's configuration, Workday may approve the request automatically, or it may route to an HR representative for approval.

CORRECT TIME OFF FOR A DIRECT REPORT

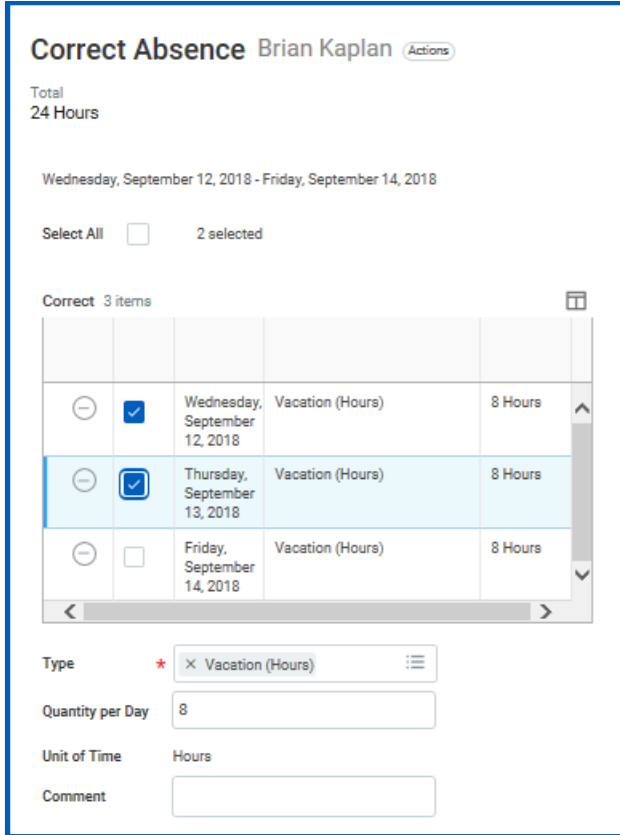
To correct a time off request for a direct report, you must have the appropriate security permissions enabled for the task. Additionally, you can only correct submitted and approved time off requests.

From the Time and Absence dashboard:

1. Within the Absence tab, click **Correct Absence** under Tasks.
2. Select the direct report from the Worker prompt.
3. Click **OK**.
4. Click a time off entry to open the details.

Time Off: Manage Team's Absences

5. Select the days off you want to correct or click the **Remove Row** icon to remove the days.



Correct Absence Brian Kaplan Actions

Total
24 Hours

Wednesday, September 12, 2018 - Friday, September 14, 2018

Select All 2 selected

Correct 3 items ⌵

⊖	<input checked="" type="checkbox"/>	Wednesday, September 12, 2018	Vacation (Hours)	8 Hours
⊖	<input checked="" type="checkbox"/>	Thursday, September 13, 2018	Vacation (Hours)	8 Hours
⊖	<input type="checkbox"/>	Friday, September 14, 2018	Vacation (Hours)	8 Hours

Type *

Quantity per Day

Unit of Time

Comment

6. Revise requested hours in the Quantity per Day field.
7. Enter a comment if needed.
8. Click **Submit**.

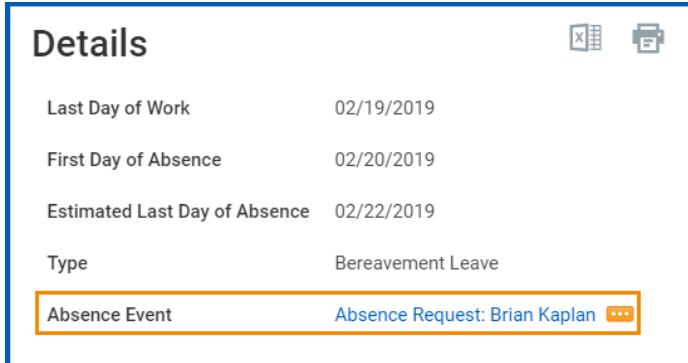
CORRECT LEAVE OF ABSENCE FOR A DIRECT REPORT

To correct a leave of absence request for a direct report, you must have the correct permissions enabled for the task. You can only correct a submitted and approved leave of absence request.

From the Time and Absence application:


Time Off: Manage Team's Absences

1. Click **Correct Absence** under Tasks.
2. Select the direct report from the Worker prompt.
3. Click **OK**.
4. Click the leave of absence entry on the calendar.
5. Click the Absence Event's **Related Actions**.



Details	
Last Day of Work	02/19/2019
First Day of Absence	02/20/2019
Estimated Last Day of Absence	02/22/2019
Type	Bereavement Leave
Absence Event	Absence Request: Brian Kaplan

6. Click **Business Process > Correct**.
7. Edit the Last Day of Work, First Day of Absence, Estimated Last Day of Absence and Type as needed.
8. Enter a comment. Workday requires this step for a correction.
9. Click **Submit**, then **Done**.

 Note: Depending on your organization's configuration of Workday, you may have the option to attach documents when correcting Time Off or Leaves of Absence.

RETURN AN EMPLOYEE FROM A LEAVE OF ABSENCE

When an employee comes back to work after a leave of absence, the manager will enter information about their return.

From the Time and Absence dashboard:


1. Click **Return Worker from Leave** under Tasks.
2. Select the direct report on leave from the Worker prompt.

Time Off: Manage Team's Absences

3. Click **OK**.
4. Enter the First Day Back at Work.
5. Enter the Actual Last Day of Absence. The First Day Back at Work must be after the Actual Last Day of Absence.

← Return Worker from Leave

Brian Kaplan Actions

First Day Back at Work 

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Bereavement Leave (02/20/2019)	02/20/2019	02/22/2019	<input type="text"/>

6. Click **Submit**, then **Done**.