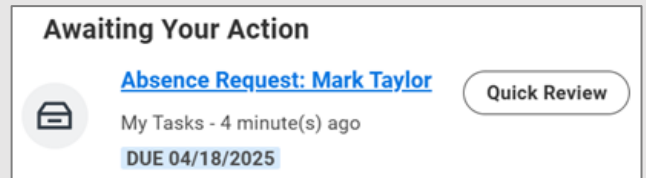
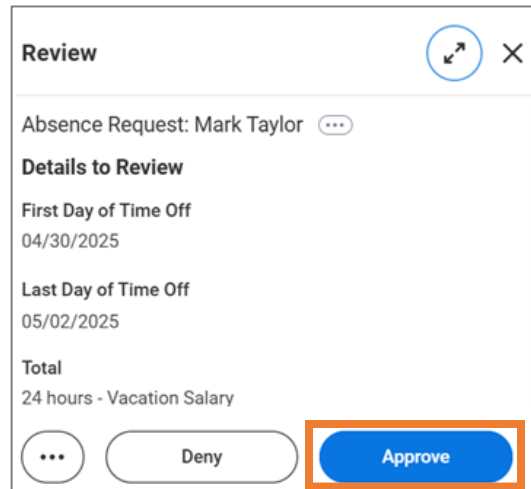
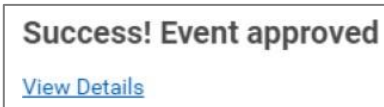


Approving a Time Off Request

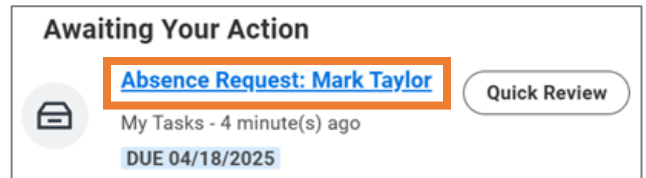
1. After a staff member submits a time off request, you will see a task for the request in your Workday Inbox.



2. You have two options for viewing the request. The first option is accessed by clicking the **Quick Review** button shown in the screen shot above. It shows summary information about the request. Click **Approve** to accept the request. You will receive a confirmation that the approval was accepted.



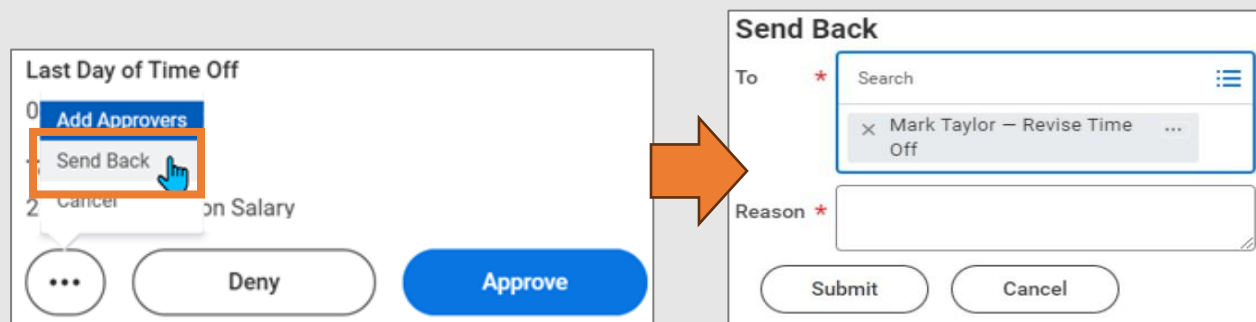
To see a more detailed view of the request, including other team members who are asking for the same days off and the ability to view employee time off balances, click the **Absence Request** link in the Workday task. You can approve the time off from this view as well.



Send Back an Absence Request

If any portion of the time off requested is incorrect, click the More button and select **Send Back** to return it to the staff member for correction. Use the Reason field to explain what needs to be changed to approve the request. Click **Submit**.

After the correction is made and submitted again by the staff member, a task with the corrected information will be assigned to you in Workday to approve.



Deny an Absence Request

If the time off request will not be approved, select Deny from the More sub-menu.

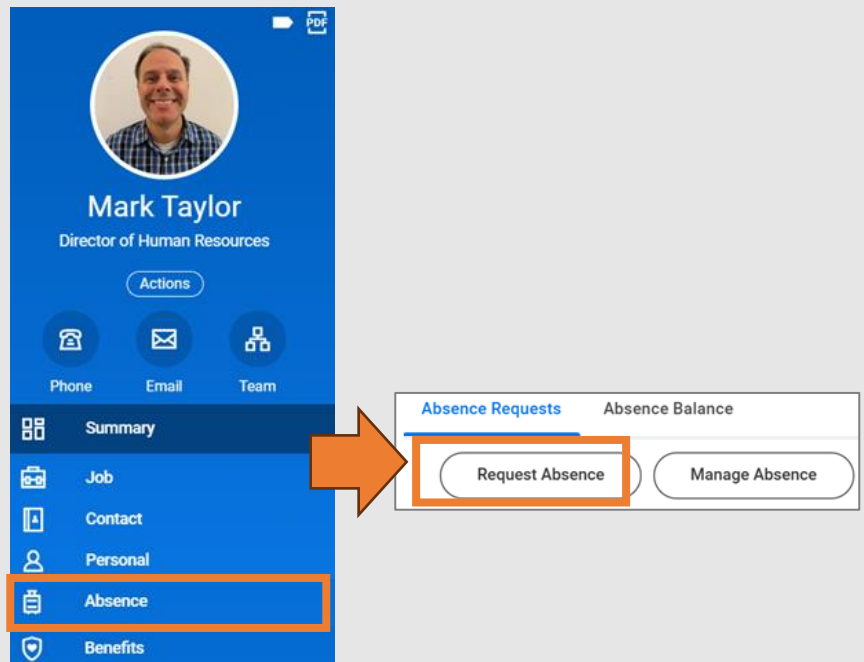
Enter the reason for the denial, then click **Submit**.

The staff member will receive notification that the request has been denied along with the reason you provided.

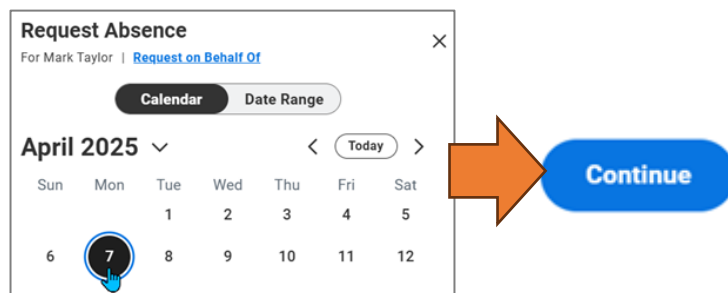
Add Time Off on Behalf of a Staff Member

There may be times when a staff member is unable to enter a time off request for themselves. For example, has a personal emergency or is ill close to the payroll cut-off date. In such cases, it is possible for the supervisor to enter the time off on behalf of the employee.

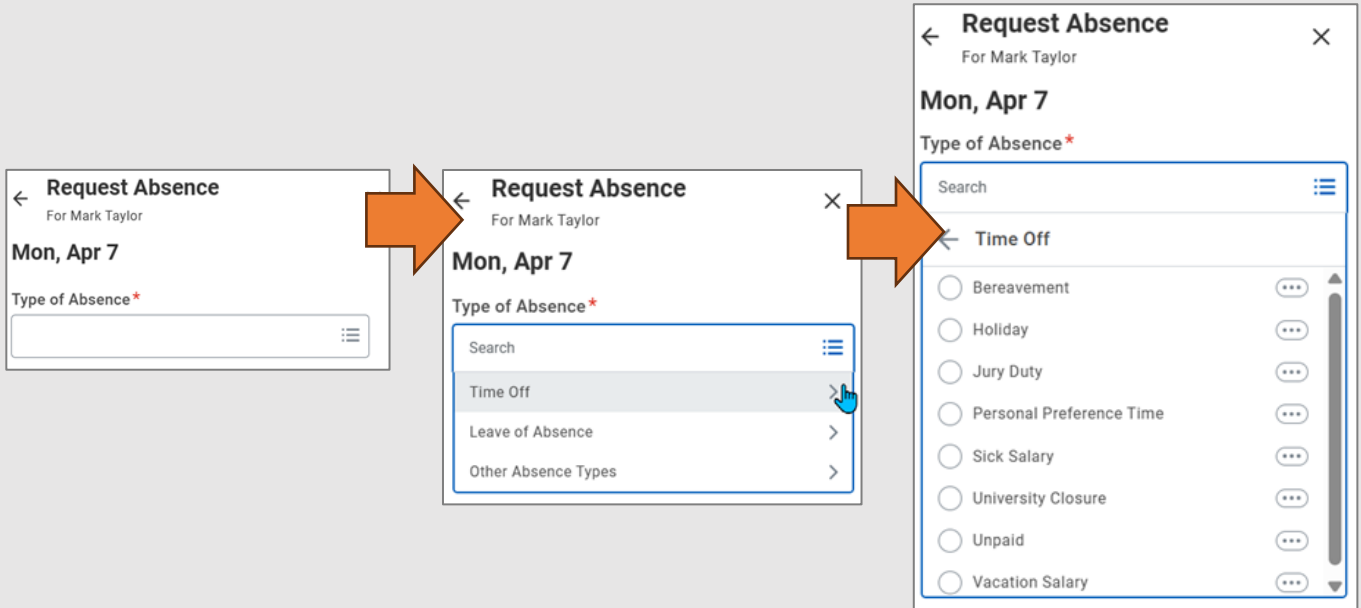
1. Go to the employee profile. In the blue left-hand navigation, click Absence. A history of the worker's time off will appear. Click the Request Absence button at the top of the screen.



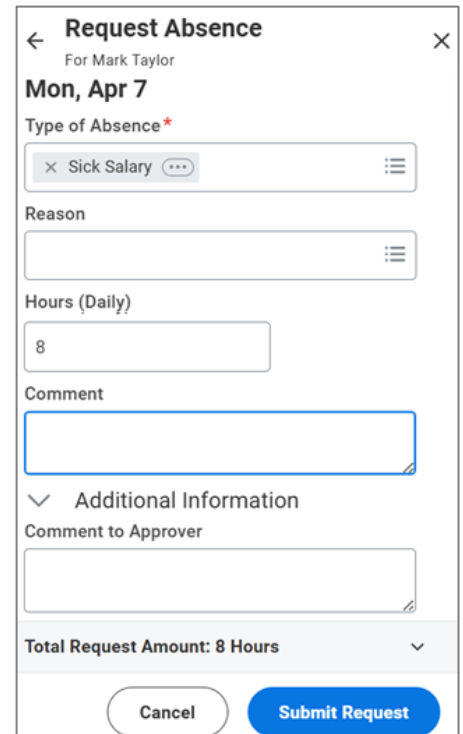
2. From this point forward, you will enter the absence in the same manner as if you were requesting it for yourself. In the form that appears, select the absence date(s). Click Continue when done.



- On the resulting form, click in the Types of Absence field and select Time Off from the menu choices. Another menu appears with the types of time off listed. Select the applicable category.



- Enter the number daily hours the employee will be absent and any notes as desired. Click **Submit Request**.



- You will receive a confirmation that the request has gone through. Since you are the supervisor, there will be no additional approval required and the absence will be visible as complete on the employee absence calendar.

