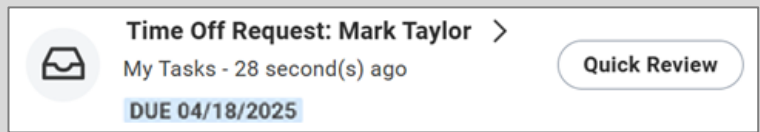


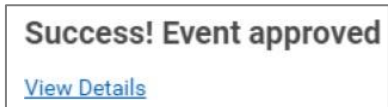
Approving a Time Off Request

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

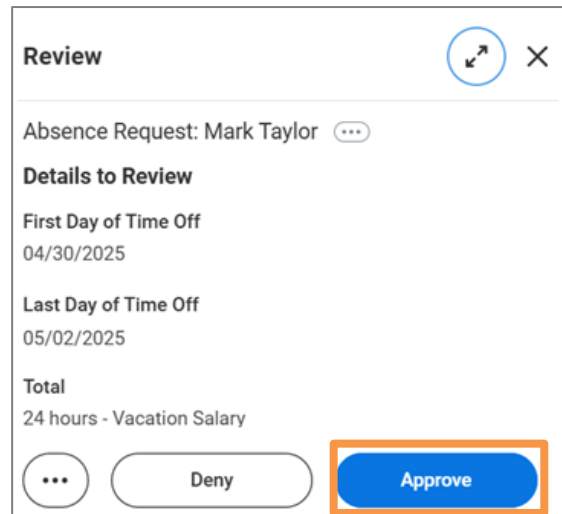
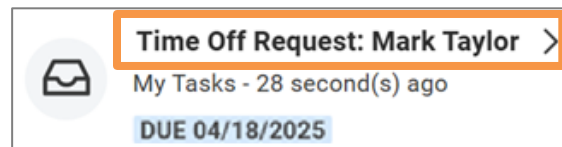


2. You have two options for viewing the request. The first option is accessed by clicking the **Quick Review** button shown in the screen shot above. It shows summary information about the request. Click **Approve** to accept the request.

You will receive a confirmation that the approval was accepted.



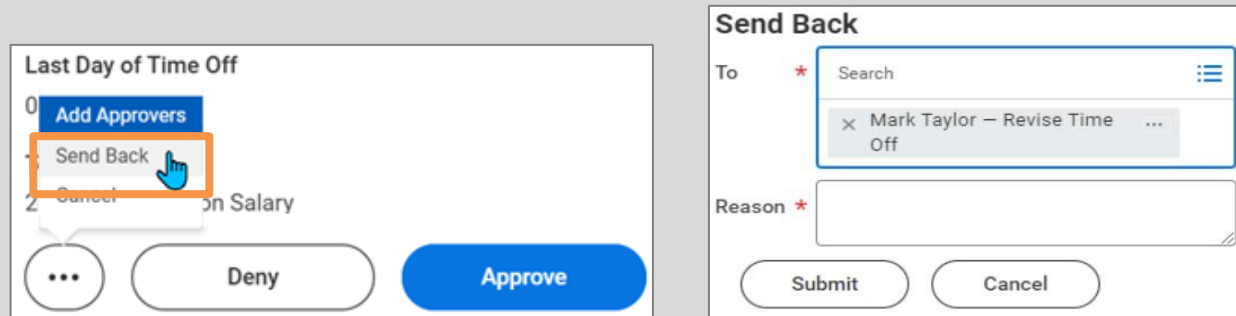
To see a more detailed view of the request, including the reason for the absence and the ability to view time off balances, click the **Time Off Request** link in the Workday task. You can approve the time off from this view as well.

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.

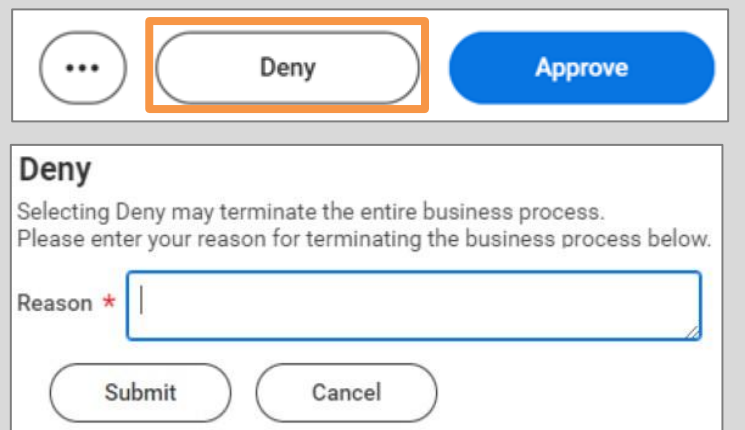


Deny an Absence Request

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.

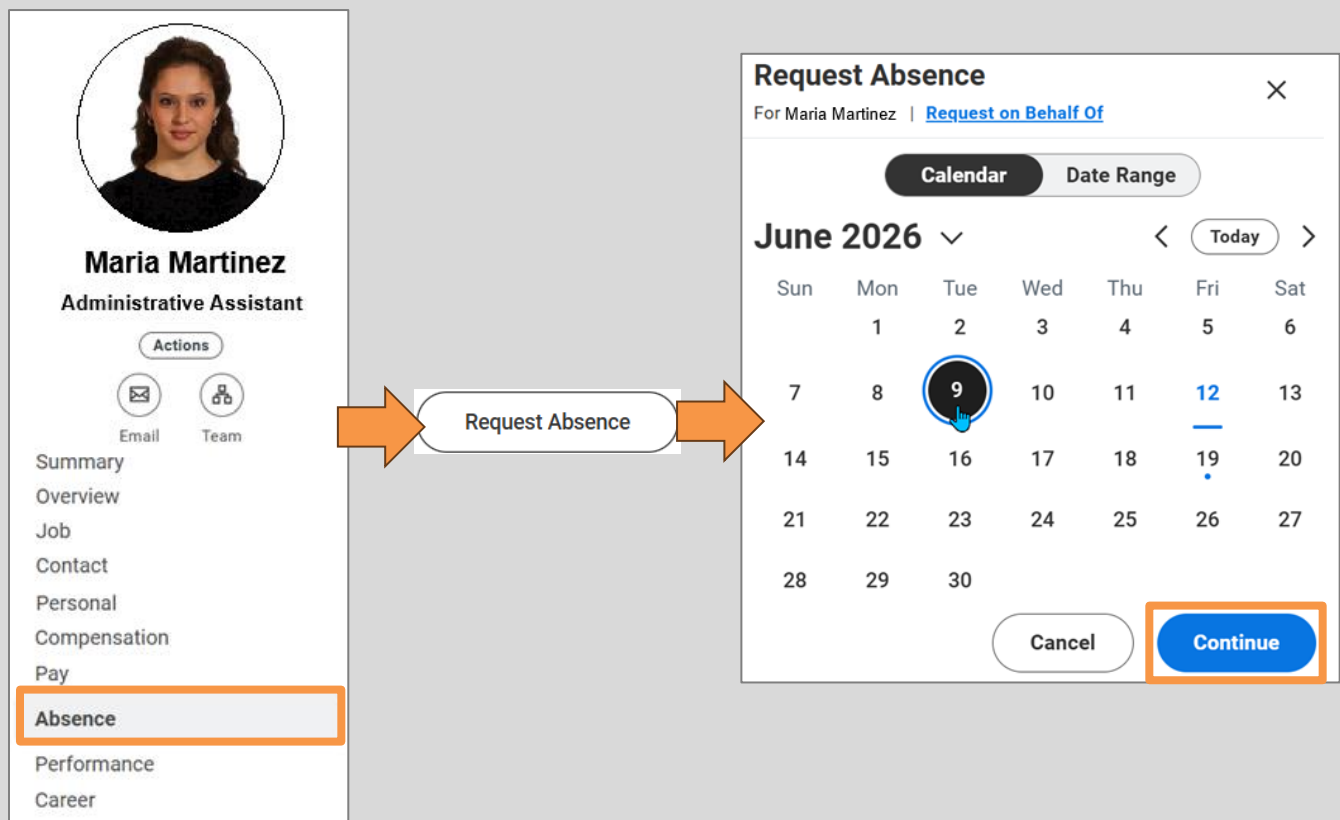


The interface shows a 'Deny' button highlighted with an orange border. Below it, a 'Deny' section contains a warning: 'Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.' A text input field for 'Reason' is present, followed by 'Submit' and 'Cancel' buttons.

Add Time Off on Behalf of Staff Member

There may be times when a staff member is unable to enter a time off request for themselves. 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. Click **Absence** from the left-hand navigation list. A history of the worker's time off will appear. Click the **Request Absence** button at the top of the screen. On the resulting calendar, click on the date(s) of the absence and click **Continue**.



The screenshot shows the employee profile for Maria Martinez, Administrative Assistant. The 'Absence' option in the left-hand navigation list is highlighted with an orange border. An orange arrow points from the 'Request Absence' button to the 'Request Absence' modal. The modal shows a calendar for June 2026. The date 9 is selected, and the 'Continue' button is highlighted with an orange border.

Manager Absence Management

2. Select the appropriate Time

Wed, Dec 9

Type of Absence *

Search

Time Off >

Leave of Absence >

Other Absence Types >



Tue, Jun 9

Type of Absence *

Search

← **Time Off**

☐ Appointment Time

☐ Bereavement

☐ Holiday

☐ Jury Duty

☐ Personal Preference Milestone

☐ Personal Preference Time

☐ Sick - Hourly

☐ University Closure

☐ Unpaid

☐ Vacation Hourly

☐ Winter Break

3. After entering the type of absence, you will be prompted to enter the reason for the absence, either COVID-19 Related or Non COVID-19 Related and the number of hours the employee will be absent. There are also optional fields for adding additional comments or uploading pertinent documents.

Click **Submit Request** to complete the absence request. You will receive confirmation that the request was submitted.

Success! Request Submitted for Maria Martinez

[View Details](#)

Tue, Jun 9

Type of Absence *

× **Sick - Hourly**

Reason *

× **NON COVID-19 Related**

Hours (Daily)

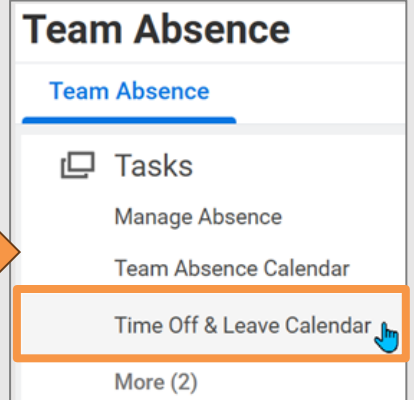
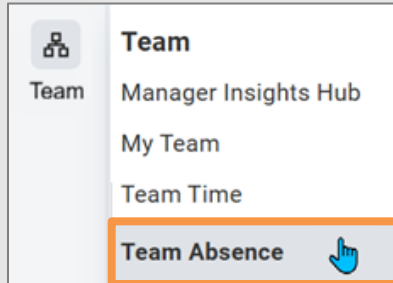
8

Submit Request

Manager Absence Management

View Team Time Off and Leave Calendar

1. Go to the left-hand navigation and hover over the **Team** icon. Select **Team Absence** from the resulting menu. Select Time Off & Leave Calendar from the list.



2. A calendar with your team members' time off is displayed. Approved time off will appear in green fill with a check box. Time off pending approval will display with gray fill and a time clock icon. You can click on each absence to view more detail and/or make changes as needed.

17	18	19	20	21	22	23
	✓ Emily Watson					
	▼	▼				
24	25	26	27	28	29	30
	✓ Jason Jones					
		🕒 Joan Haley				
	▼	▼	▼	▼	▼	

Have a question or need assistance? Contact hr@willamette.edu for help.