

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.

Awaiting Your Action
[Absence Request: Mark Taylor](#) Quick Review
Inbox - 1 minute(s) ago
DUE 09/14/2023

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.

Success! Event approved
[View Details](#)

Review [X]
Absence Request: Mark Taylor [...]
Details to Review
First Day of Time Off
09/12/2023
Last Day of Time Off
09/15/2023
Total
32 hours - Vacation Salary
[...], Send Back, Approve

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.

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Send Back an Absence Request

If any portion of the time off requested is incorrect, click the **Send Back** button to return it to the staff member for correction.

Use the Reason field to explain what needs to be changed in order 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.

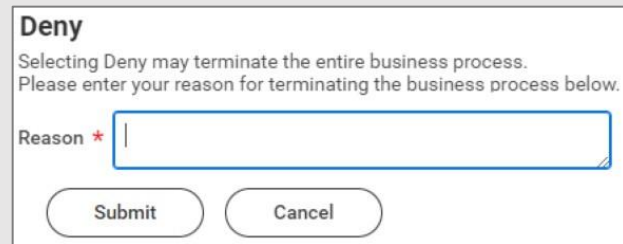
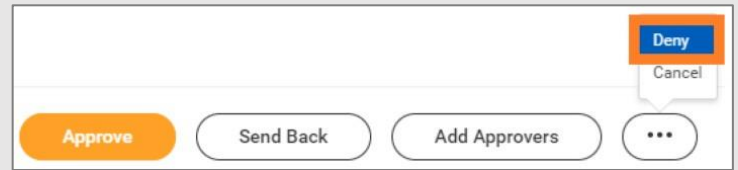
Approve Send Back Add Approvers [...]
Send Back
To * Search [...]
x Mark Taylor - Revise Time Off
Reason * [Text Area]
Submit Cancel

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**.

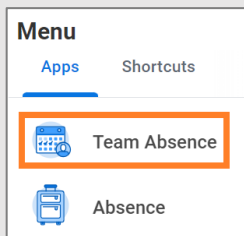
The staff member will receive notification that the request has been denied along with the reason you provided.



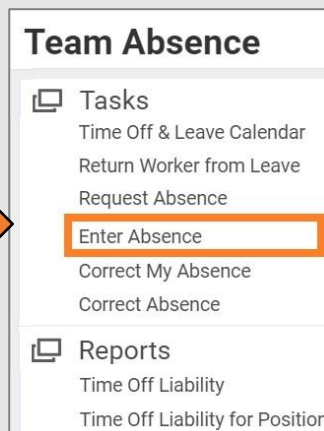
Add Time Off on Behalf of Staff Member

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.

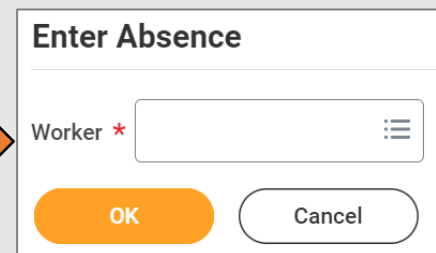
1. Click the menu icon and select **Team Absence** from the drop-down list.



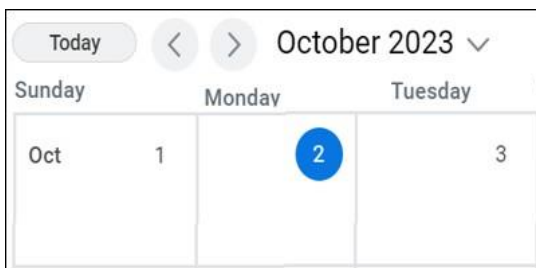
- Next, click **Enter Absence** from the Team Absence Menu.



- In the resulting pop-up menu, type the staff member's name in the **Worker** field. Click **OK** to continue.

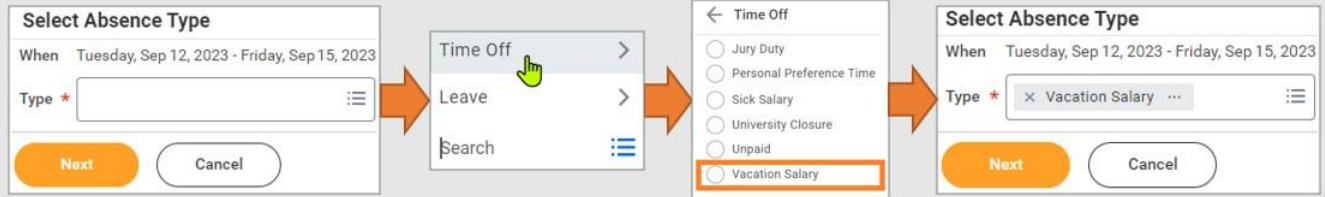


2. The absence calendar will appear. Select the applicable date(s) of the absence. The date number will highlight in blue. When done, click the **Request Absence** button.

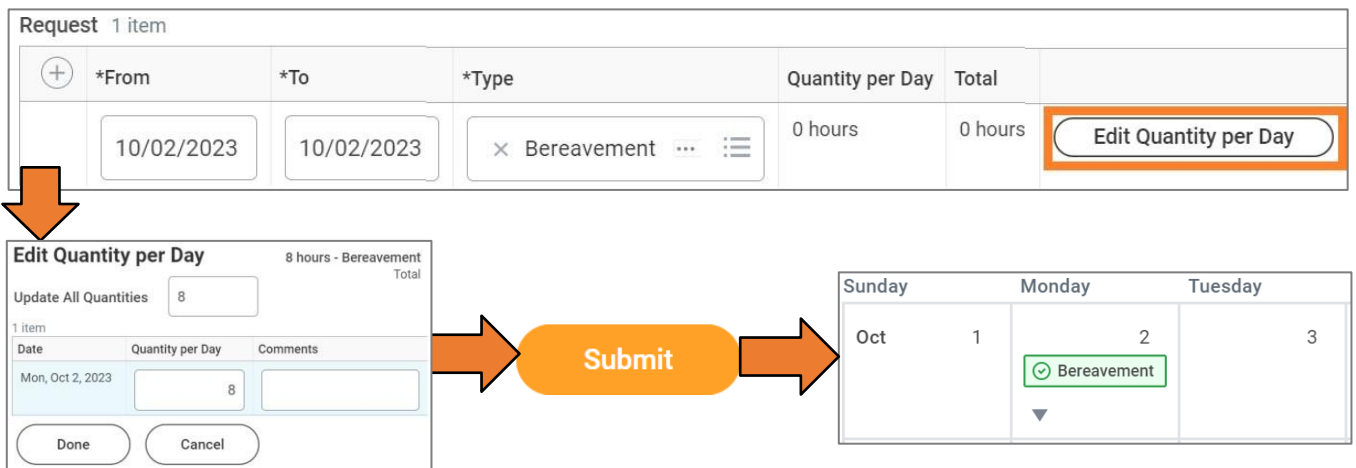


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- Click in the **Type** field, and select **Time Off** from the resulting menu. Then select the time off type from the list.* In this example, Vacation is used. Click **Next** to move to the next step.

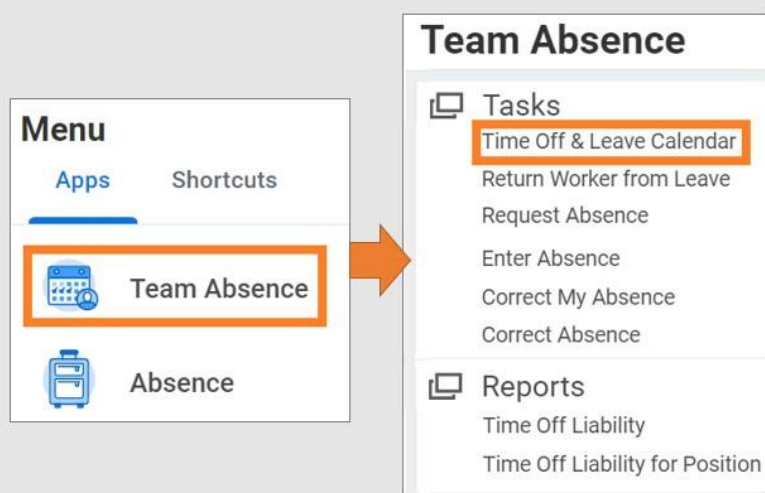


- From the absence summary screen, click the **Edit Quantity per Day** button. Indicate the number of hours per day for the request and click Done. The hours taken now display. Click **Submit**. An approved request will now appear on the staff member’s absence calendar.



View Team Time Off and Leave Calendar

- Click on the menu icon on the Workday home screen and select **Team Absence**.



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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
	<input checked="" type="checkbox"/> Emily Watson					
	▼	▼				
24	25	26	27	28	29	30
	<input checked="" type="checkbox"/> Jason Jones	<input type="checkbox"/> Joan Haley				
	▼	▼	▼	▼	▼	

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