

### Approving a Time Off Request

After a staff member submits a time off 1. Awaiting Your Action request, you will see a task for the request Absence Request: Mark Taylor **Quick Review** in your Workday Inbox. e Inbox - 1 minute(s) ago DUE 09/14/2023 2. You have two options for viewing the request. Review Х The first option is accessed by clicking the Absence Request: Mark Taylor .... Quick Review button shown in the screen **Details to Review** shot above. It shows summary information about the request. Click Approve to accept First Day of Time Off 09/12/2023 the request. Last Day of Time Off You will receive a confirmation that the approval 09/15/2023 was accepted. Total 32 hours - Vacation Salary Success! Event approved ... View Details Send Back To see a more detailed view of the request, Awaiting Your Action including other team members who are asking for the same days off and the ability to view Absence Request: Mark Taylor **Quick Review** employee time off balances, click the Absence Ð Inbox - 1 minute(s) ago Request link in the Workday task. You can DUE 09/14/2023 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 **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.

Approv	e Send Back Add Approvers
Send B	ack
To *	Search ;
	× Mark Taylor – Revise Time Off
Reason *	
Su	ubmit Cancel



#### **Deny an Absence Request**

If the time off request will not be approved, select **Deny** from the More sub-menu. Send Back Add Approvers ... Appro Deny Enter the reason for the denial, then click Selecting Deny may terminate the entire business process. Submit. Please enter your reason for terminating the business process below. The staff member will receive notification that Reason \* the request has been denied along with the reason you provided. Submit Cancel

#### 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.





Selec	t Absence Type			← Time	e Off	Select A	bsence Type	
When	Tuesday, Sep 12, 2023 - Fr	riday, Sep 15, 2023	Time Off	> Jury !	Duty	When Tue	esday, Sep 12, 2023	- Friday, Sep 15, 2
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# View Team Time Off and Leave Calendar

<ul> <li>Click on the menu icon on the Workday home screen and select</li> </ul>		Team Absence		
Team Absence.	Menu Apps Shortcuts	Tasks Time Off & Leave Calendar Return Worker from Leave Request Absence Enter Absence Correct My Absence Correct Absence		
(continue to next page)	Absence	C Reports Time Off Liability Time Off Liability for Position		



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

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	🕒 Joan Haley					
	⊘ Jason Jones					
24	25	26	27	28	29	30
	•	•				
	<ul> <li>⊘ Emily Watson</li> </ul>					
17	18	19	20	21	22	23

Have a question or need assistance? Contact <u>hr@willamette.edu</u> for help.