

Manage Team's Absences

As a manager, you have the option to approve, deny, or send back absence request in Workday.

View Absence Request

1. Navigate to your Workday **Inbox**.
2. Select the **Absence Request** Inbox item.
3. (Optional) Select the **View Balances** button to view an employee's time off balances.
4. Select **Approve**, **Send Back**, **Add Approvers** or the **Related Actions** button. From the **Related Actions**, you can select **Deny** or **Cancel**.

The screenshot shows the 'Inbox' view in Workday. On the left, there is a list of absence requests, with one selected: 'Absence Request: Brian Kaplan' (36 seconds ago, Due 02/27/2022, Effective 09/13/2021). The main area displays the details for this request:

- Review** Absence Request: Brian Kaplan
- 36 second(s) ago - Due 02/27/2022; Effective 09/13/2021
- For: Brian Kaplan
- Overall Process: Absence Request: Brian Kaplan
- Overall Status: In Progress
- Due Date: 02/27/2022
- Details to Review**
 - First Day of Time Off: 09/13/2021
 - Last Day of Time Off: 09/15/2021
 - Total: 24 hours - Vacation (Hours)
- Request Details** (3 items)

Date	Day of the Week	Type	Requested	Unit of Time
09/13/2021	Monday	Vacation (Hours)		8 Hours
09/14/2021	Tuesday	Vacation (Hours)		8 Hours
09/15/2021	Wednesday	Vacation (Hours)		8 Hours

At the bottom, there are several action buttons: 'View Balances', 'Approve', 'Send Back', 'Add Approvers', and a 'Related Actions' menu (three dots) which is open, showing 'Deny' and 'Cancel' options.



Note: Whether an absence request routes to a manager or an HR representative depends on your organization's configuration of Workday.

Time and Absence Application

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

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Worker	Check-in Status	Regular Hours	Overtime Hours	Double Time Hours	Hours Pending Approval	PTO Hours
Jacqueline Desjardins		0	0	0	0	16
Beth Liu		0	0	0	0	32
Maria Cardoza		0	0	0	0	0
		0	0	0	0	48

Worker	2023/02/06	2023
Beth Liu	8	
Jacqueline Desjardins	8	
Maria Cardoza	8	
Total	24	

View Team Absences

Managers can view all team members' absences on the unified absence calendar.

From the Time and Absence dashboard:

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

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Time Off and Leave Calendar

Today < > August 2022 Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
Jeremy Miller (On Leave)						
	British Columbia Day					
7	8	9	10	11	12	13
Jeremy Miller (On Leave)						
14	15	16	17	18	19	20
Jeremy Miller (On Leave)						
21	22	23	24	25	26	27
Jeremy Miller (On Leave)						

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. At the top of the dashboard, select the **Absence** tab.
2. Under Tasks, select **Enter Absence** (expand **More (#)** if the task does not appear).
3. From the Worker prompt, select the direct report you are entering an absence for.

4. Select **OK**.
5. Choose one or more days for the worker's absence or select and drag to choose multiple days. To clear a selected day, choose the day on the calendar.

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- (Optional) Select 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 time period.
- Select the **Request Absence** button. The number of days you requested dynamically displays on the button to help confirm your request.
- From the Type prompt, enter the type of absence requested. 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

The screenshot shows a 'Request Absence' dialog box in Workday. The 'Type' dropdown menu is open, displaying a list of absence types with radio buttons next to them: 'Floating Holiday (Hours)', 'Paid Time Off Adjustment (Hours)', 'Sick (Hours)', 'U.S. Intermittent FMLA (Hours)', 'Vacation (Hours)', and 'Vacation Sell'. Below the list is a search bar. The 'Next' button is highlighted in orange, and the 'Cancel' button is in a light gray box. The background shows a calendar for November 2021.

- Select **Next**.
- 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.
- (Optional) To change the amount, select **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed.
- Select **Done**.

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Edit Quantity per Day

16 hours - Vacation (Hours)
Total

Update All Quantities

2 Items

Date	Quantity per Day	Comments
Tue, Aug 2, 2022	<input type="text" value="8"/>	<input type="text"/>
Wed, Aug 3, 2022	<input type="text" value="8"/>	<input type="text"/>

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

14. Select **Submit**.



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

Correcting 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, under Tasks, select **Correct Absence**.
2. From the Worker prompt, select the direct report.
3. Select **OK**.
4. Select a time off entry to open the details.
5. Select the days off you want to correct or select the **Remove Row** icon to remove the days.

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Correct Absence Brian Kaplan ⋮

Total
16 Hours

Tuesday, August 2, 2022 - Wednesday, August 3, 2022

Select All 0 selected

Correct 2 items ⌵ ⌵

	Date	Type	Daily Quantity	Select
⊖	Tuesday, August 2, 2022	Vacation (Hours)	8 Hours	<input type="checkbox"/>
⊖	Wednesday, August 3, 2022	Vacation (Hours)	8 Hours	<input type="checkbox"/>

Type

Quantity per Day

Unit of Time (empty)

Comment

- In the Quantity per Day field, revise the requested hours.
- Enter a comment if needed.
- Select **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 dashboard:

- Within the Absence tab, under Tasks, select **Correct Absence**.
- From the Worker prompt, select the direct report.
- Select **OK**.
- Select the leave of absence entry on the calendar.
- Select the Absence Event's **Related Actions**.

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Details

When Tuesday, August 2, 2022 - Wednesday, August 3, 2022

Type Vacation (Hours)

Requested 16 Hours

Initiated On 08/31/2022 03:31 PM

Absence Event Absence Request: Brian Kaplan

Comment (empty)

6. Select **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. Select **Submit**.



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. Within the Absence tab, under Tasks, select **Return Worker from Leave**.
2. From the Worker prompt, select the direct report on leave.
3. Select **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.

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Return Worker from Leave Brian Kaplan (On Leave)  

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"/>	Education (08/30/2022)	08/30/2022	09/30/2022	<input type="text"/>

6. Select **Submit**.