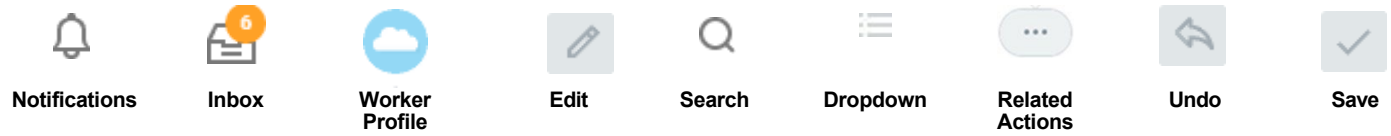
# Requesting and Correcting Time Off

## Common Workday Icons




## Intended Audience:

Employees

## Background:

Earned Time can be entered and corrected by employees in Workday. This job aid will walk you through each of those scenarios.

Approval is required when a time off request is entered by an employee. When viewing the **Absence Calendar**:

- **Green Absences** have been approved by the manager/timekeeper
- **Gray Absences** are awaiting approval by the manager/timekeeper

## Instructions:

**How do I?**

- Request Time Off
- View Status of Requested Time Off
- Correcting Approved Time Off or Canceling Unapproved Time Off

# Requesting and Correcting Time Off

## Requesting Time Off

- From the Workday home page, click on **Menu**
- Scroll down to the **Personal** section; select **Request Absence**
- The **Request Absence** dialogue box will open to the current month and year (Use the arrows next to the month and year to navigate to different months.

*Optional Step for viewing available balances:* Click **View Balances** to display the available time off for the current date. Note that this may include estimated accruals. To view the balance for a different date in the **Select as of date** field use the calendar to navigate to a different date or type in a date and click enter to have the balance update. Click the back button to return to the calendar.

  - **To Request a single Day**- Click on the **Day** and click **Continue**
  - **To Request multiple, consecutive days** – Click on **Date Range** & enter a **Start Date** and an **End Date** and click **Continue**.
- The **Type of Absence** Dialog box will display. Select the type of time off from the drop down.
- Update the following field(s):

| Field | Instructions | Notes |
|---|---|---|
| **Hours (Daily)** | • Enter the number of hours | • Hours cannot be "0"<br>• If a date range was selected the number of hours entered will apply to all days in the date range |
| **Reason** | • Select a Reason from the drop-down menu | • Only Maine ET, Unscheduled ET, and Unpaid ET require a reason |
| **Edit Individual Days** | • Click this to change the number of hours on each individual date within a date range<br>• Select the day to edit on the left side of the dialogue box and edit Hours (Daily) for that day | • The Type of Absence can be changed for each day by clicking within the drop down.<br>• Comments can be added for individual days as well |
| **Comment (*Optional*)** | • Explanation of time off reason | |
| **Comment to Approver (*Optional*)** | • Field visible to manager/timekeeper who is responsible for approving the request | • This only applies to time off requests initiated by the employee |

- Click **Submit Request**
- Request Submitted will pop up; Click the x to close the pop up or click **Go to Calendar** to return to the **Absence Calendar**.



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## Viewing Status of Requested Time Off

### Sent Back Requests

1. If your manager sends back an absence request, you will receive an item in **My Tasks** to review
2. Click on **My Tasks**
3. Select the item requiring further action; **Absence Request: *EE Name (EE ID)***
4. Scroll to the bottom under **Process History** to review comments from the manager/timekeeper
5. Follow the **Correcting Time Off** steps below:
    a. To **Remove** time-off
        i. Under the (+) column in the absence grid: click the subtract (**-**) button next to the date to remove
    b. To **Add** a new date to the request
        i. In the (+) column in the absence grid: click the (**+**) button in the heading
        ii. A new row will be added to the grid pre-populated with the subsequent date and same quantity of hours as the original request
    c. To **Change** the Date, Type and/or Quantity
        i. Type the correct date, type or quantity into the absence grid
    d. To **Cancel** the entire request
        i. Click on the gear/settings icon next to the start
        ii. Click Cancel
        iii. Enter any applicable comments and click Submit
6. Click **Submit**
7. The updated request will be re-submitted to the manager/timekeeper for approval

**NOTE:** To cancel the time off request, go to the section on Canceling Unapproved Time Off.

# Requesting and Correcting Time Off

## Correcting Approved Time Off or Canceling Unapproved Time Off:

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Manage Absence**
3. The **Absence Calendar** will open to the current month and year. Use the arrows next to the month and year to navigate to different months.
4. Click on the **Absence Date** you want to correct from the calendar
5. The **Absence Entries** dialogue box will open
    a. Select **Cancel Absence** to cancel the request or **Edit** to correct the request. (**Note:** if the absence is for a date range and only one date needs to be canceled select **Edit** rather than **Cancel Absence**.)
6. If **canceling**, the Cancel Absence dialogue box will appear. Add a comment and click **OK.**
7. If **editing**, update the following field(s):

| Field | Instructions | Notes |
|---|---|---|
| **Hours (Daily)** | • Enter the number of hours | • Hours cannot be "0"<br>• If a date range was selected the number of hours entered will apply to all days in the date range |
| **Reason** | • Select a Reason from the drop-down menu | • Only Maine ET, Unscheduled ET, and Unpaid ET require a reason |
| **Edit Individual Days** | • **To Cancel**:<br>  ○ Select **Date** on the left (Request Details will display on the right)<br>  ○ Click **Delete** next to the date on the request details on the right-hand side<br>• **To Edit**:<br>  ○ Select a **Date** on the left<br>  ○ Make any changes needed to the **Hours (Daily)**, **Reason**, **Type of Absence**, or **Comments** fields | |

8. Click **Submit Request**
9. Request Submitted will pop up; Click the x to close the pop up or click **Go to Calendar** to return to the **Absence Calendar**.

**NOTE:** Correcting an absence request can only be used to update Type or Quantity or to remove a day. To add new dates you must submit a new absence request.

## Still have questions?

Contact HRWorkdaySupport@mainegeneral.org