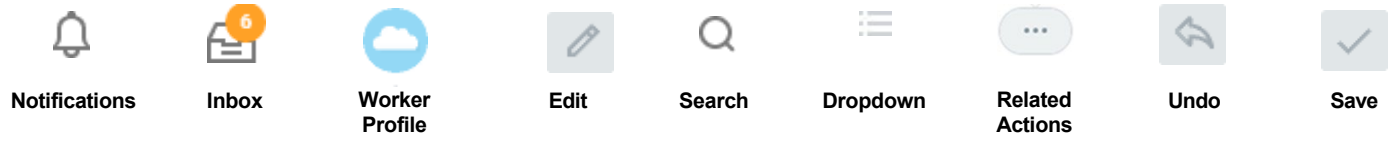
Requesting and Correcting Time Off

Common Workday Icons



Intended Audience:

Employees

****EARNED TIME CANNOT BE ENTERED IN WORKDAY UNTIL GO-LIVE ON MAY 18TH, 2025****

Background:

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

Instructions:

How do I?

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

Requesting and Correcting Time Off

Requesting Time Off Using Absence

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Absence**
3. Select **Request Absence**
4. 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.
5. The **Absence Calendar** will display the available **Balance** for the current date. Note that this may include estimated accruals. To view the balance for a different date in the **Balance as of** field use the calendar to navigate to a different date or type in a date and click enter to have the balance update.
6. Click on the day(s) of the employee's absence
7. Click on the **'X' Days - Request Absence** button
8. The **Select Absence Type** Dialog box will open and display
    a. **When:** automatically populated with dates and cannot be changed
    b. **Type:** select the type of time off from the drop down
9. Click **Next**
10. The **Enter Absence** Screen will open
11. Review this screen to be sure the dates and time off types are correct
12. Click **Edit Quantity Per Day** to add the number of hours (Note: Hours cannot be "0"; if no earned time is available use Unpaid Time Off as the time off type.)
    a. **Update all Quantities:** the hours entered will update each of the Quantities per Day boxes listed in the grid. Click enter.
    b. **Quantity per Day:** the hours entered in the grid will update the Quantity per Day boxes for the selected date
    c. **Comments:** can be added for each date
13. Click **Done**
14. This will bring you back to the **Enter Absence** screen.
    a. *Maine Earned Time, Unscheduled Earned Time* and *Unpaid Time Off* require a **Reason**. Select a **Reason** from the drop down menu.
15. Click **Submit**
16. This will bring you back to the **Absence Calendar** screen. Approvals are required when a time off request is entered by an employee.
    a. Green Absences have been approved by the manager/timekeeper
    b. Gray Absences are awaiting approval by the manager/timekeeper

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Viewing Status of Requested Time Off

Approved Requests

1. Click on the **Notifications** icon to view approval notifications
2. You can also review your requests in **the Absence Calendar;**
    a. From the Workday home page, click on **Menu**
    b. Scroll down to the **Personal** section; select **Absence**
    c. Select **Request Absence**
    d. Go to **Month/Day** of time off request
        i. Green Absences have been approved by the manager/timekeeper
        ii. Gray Absences are awaiting approval by the manager/timekeeper

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
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:

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Absence**
3. Select **Correct My Absence**
4. 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.
5. Click on the **Absence Date** you want to correct from the calendar
6. The **Correct Absence** screen will open
7. To **Remove** go to the **Correct** grid:
    a. Click the subtract (**-**) button in the first column on the grid next to each day that needs to be removed
    b. Add a comment
8. To **Change Type** or **Quantity the Correct** grid:
    a. Click the checkbox in the **Select** column next to the date(s) you need to modify
    b. Below the grid change all that apply:
        i. Type
        ii. Quantity per day
        iii. Comment
9. Click **Submit**
10. This will bring you back to the **Absence Calendar** screen. Approvals are required when a time off correction is entered by an employee.
    a. Green Absences have been approved by the manager/timekeeper
    b. Gray Absences are awaiting approval by the manager/timekeeper

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.

Canceling Unapproved Time Off:

Requesting and Correcting Time Off

1. From the Workday home page, click on **Menu**
2. Scroll down to the **Personal** section; select **Absence**
3. Select **Correct My Absence**
4. 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.
5. Click on the **Absence Date** you want cancel from the calendar
6. The details screen will open
7. Click the **Cancel this Request** button
8. The **Cancel Business Process** screen opens with the details of the cancellation
9. Enter a **Comment**
10. Click **Submit**
11. This will bring you back to the **Absence Calendar**
12. The pending time off request is now removed from the **Absence Calendar** and a pop up “Event Canceled” will show
13. The **Absence Request** event will be removed from the manager’s inbox

NOTE: Canceling an absence request can only be used on **unapproved** requests.