



Manager Job Aid

TIME OFF REQUESTS

**NOTE: WORKDAY IS CONSTANTLY UPDATING THEIR TOOLS, SO THIS JOB AID
MAY NOT REFLECT EXACTLY WHAT YOU SEE IN WORKDAY.**

Time Off Requests

At this time, only **non-California** associates in the U.S. are able to request time off through Workday.

APPROVE, DENY AND SEND BACK ABSENCE REQUESTS

You can approve absence requests, deny them or send them back for revision. At this time, only **salaried** associates can request time off in Workday. Hourly associates will be able to request time off in Workday at a later date.

1. Absence requests will appear in your Inbox.
2. Click **Approve**, **Send Back** or **Deny**.

Approve

Send Back

Deny

NOTE: You can also click the **View Balances** button to view the associate's time off balances.

VIEWING TEAM ABSENCES

You can view all your team members' absences at a glance on the Time Off and Leave Calendar.

1. Go to the **Team Absence** dashboard (click the Team Absence icon on the home page).
2. Click **Time Off & Leave Calendar** in the Tasks section.
3. The Time Off and Leave Calendar displays. Associate absence requests are marked with the associate's name.

TEAM ABSENCE DASHBOARD

Click the **Team Absence** icon on the home page to access the Team Absence dashboard, which gives you quick access to reports and tasks for managing team absences.



Team Absence

Time Off Requests

CORRECTING A TIME OFF REQUEST

Only the associate who requested the time off can correct the time-off request.

1. Click the **Absence** icon on the home screen.



2. Click **Correct My Absence** in the Tasks section.

Request

Request Absence

Correct My Absence

3. Select the day(s) off you want to correct. Or, click the Remove Row icon (⊖) to remove the day(s). Type and Quantity can also be changed.

Correct 1 item

⊖	<input checked="" type="checkbox"/>	Thursday, July 26, 2018	Jury Duty	8 Hours
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Type *

✕ Jury Duty

Quantity per Day

8

4. Click **Submit**.
5. An approval request will be sent to the manager. Go to your Inbox Archive to see the current status.