



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.

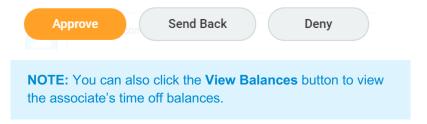
Time Off Requests

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.

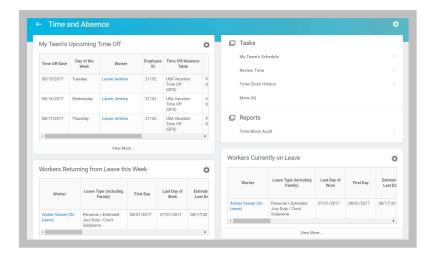


TEAM ABSENCE DASHBOARD

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.



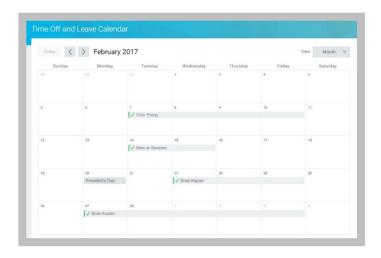
Team Absence



VIEWING TEAM ABSENCES

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

- 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.



Time Off Requests

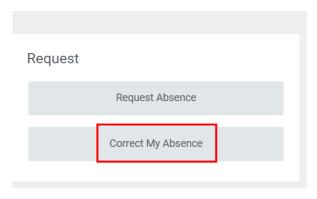
CORRECTING A TIME OFF REQUEST

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

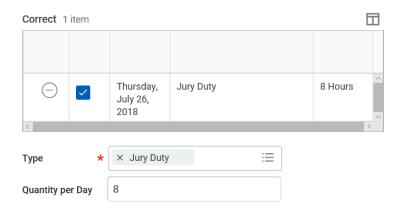
1. Click the **Absence** icon on the home screen.



2. Click Correct My Absence in the Tasks section.



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.



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