



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.

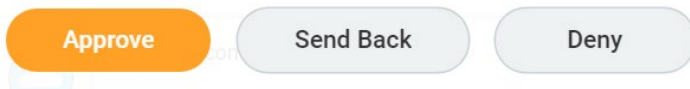
Time Off Requests

Only **salaried** associates' time off requests can be viewed and approved in Workday. Hourly associates' time off requests are viewed and completed through ADP eTime.

APPROVE, DENY AND SEND BACK ABSENCE REQUESTS

You can approve absence requests/corrections, deny them or send them back for revision.

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



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

VIEWING TEAM ABSENCES

You can view your salaried 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 shows upcoming time off for your team. Click the **Time Off & Leave** button to switch to a calendar view.



Team Absence

Time Off Date	Day of the Week	Worker	Associate ID	Time Off/Absence Table	Time Off Type
11/04/2019	Monday	Dwain Peachey	60061480	FreshPoint Vacation 3 (Non-CA_Non-Union) Time Off	Vacation
11/05/2019	Tuesday	Dwain Peachey	60061480	FreshPoint Vacation 3 (Non-CA_Non-Union) Time Off	Vacation
11/06/2019	Wednesday	Dwain Peachey	60061480	FreshPoint Vacation 3 (Non-CA_Non-Union) Time Off	Vacation

TIME OFF REPORTS

The **Team Time Off** worklet gives you access to absence-related reports for your organization, including Approved Time Off, Time Off Details, and Time Off Summary. You can also access the **Time Off & Leave Calendar** from this worklet.



Team Time Off

