



## 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.

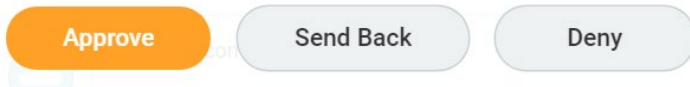
# Time Off Requests

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 Calendar** 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

Tasks

- Team Absence Calendar
- Time Off & Leave Calendar**
- Request Absence
- Correct My Absence

## 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

