



Overview:

This job aid provides step-by-step guidance on how to approve an Employee's time off request through Workday. Managers are also able to enter time off on behalf of an employee if the employee is unavailable.

This job aid covers the following:

- [Approve Employee Time Off Request](#)
- [Enter Time Off on Behalf of Employee](#)

Approve Employee Time Off Request

1. From the Workday homepage, click on the **Inbox** icon to take you to your Inbox.



2. Click on the absence request to be reviewed. Review the absence request. If you want to see the employee's time off balances, click the **View Balances** button. Click **Approve**.

Note: Other optional responses include:

- a. **Send Back** the request and enter the required **Reason**. This will allow the employee to make changes and resubmit the request.
- b. **Deny** the request will terminate the transaction. You will be required to enter a reason.
- c. **Cancel** the request will keep it in your Inbox to be reviewed at another time.

Manage Employee Time Off

Audience: Managers

A screenshot of a software interface for reviewing an absence request. The interface is titled "Review Absence Request: Mollie Manager". It shows a list of actions on the left, with "Absence Request: Mollie Manager" selected. The main content area displays details for the request, including the overall process, status, due date, and a table of request details. At the bottom, there are buttons for "Approve", "Send Back", "Deny", and "Cancel".

Review Absence Request: Mollie Manager

1 minute(s) ago - Due 04/08/2023; Effective 04/21/2023

For Mollie Manager

Overall Process Absence Request: Mollie Manager

Overall Status In Progress

Due Date 04/08/2023

Details to Review

First Day of Time Off 04/21/2023

Last Day of Time Off 04/21/2023

Total 8 hours - BL - Bereavement Leave

Request Details 1 item

Date	Day of the Week	Type	Requested	Unit of Time
04/21/2023	Friday	BL - Bereavement Leave	8	Hours

[View Balances](#)

> [Previous Time Off Requests](#)

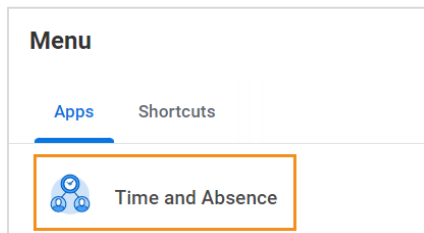
[Approve](#) [Send Back](#) [Deny](#) [Cancel](#)

Enter Time Off on Behalf of Employee

1. From the Workday homepage, click the **Global Navigation Menu** icon.



2. Click the **Time and Absence** application. In the Absence Tasks section click **Enter Absence**.



3. Select **Enter Time for Worker**.

Manage Employee Time Off

Audience: Managers



Time and Absence

Tasks

- My Team's Schedule
- Review Time
- Time Clock History
- Enter Time for Worker**
- Return Worker from Leave

- Click in the **Worker** field and enter the name of the employee. In the Date field, enter the date of the absence. Click **OK**.

Enter Time for Worker

Worker *

Date * 04/06/2023

OK Cancel

- The date selected will be highlighted in blue. Select **Actions**.

Enter Time

Molli Manager

Can request Time off through timesheet once approved please go to absence calendar for corrections.

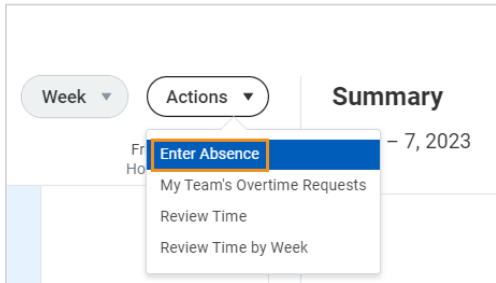
Today < > Apr 1 - 7, 2023 Week **Actions**

Sat, 4/1	Sun, 4/2	Mon, 4/3	Tue, 4/4	Wed, 4/5	Thu, 4/6	Fri, 4/7	Summary
Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Hours: 0	Apr 1 - 7, 2023

- Select **Enter Absence**.

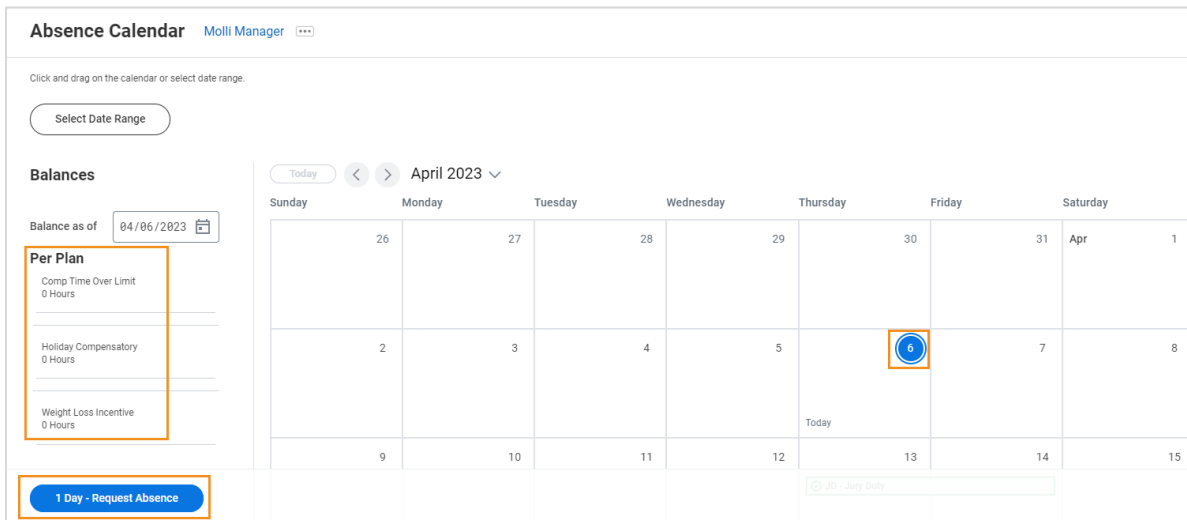
Manage Employee Time Off

Audience: Managers

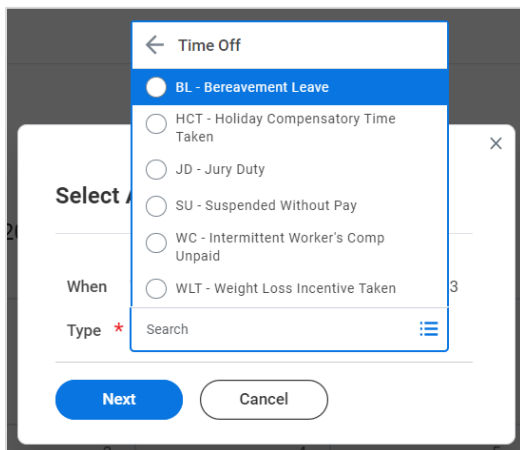


7. The team member's time off balances as of today appear on the left. You can see projected time off balances for a future date by changing the **Balances as of** date. Select the day(s) you want to request time off.

Hint: You can select multiple days in a row by clicking and dragging across the desired days. Click **Request Absence**.



8. Click in the **Type** field, then select the appropriate absence type. Click **Next**.



Manage Employee Time Off
Audience: Managers



9. Click the **Edit Quantity per Day** button.

Total 16 hours - JD - Jury Duty

Request 1 item

*From	*To	*Type	Quantity per Day	Total	
04/13/2023	04/14/2023	JD - Jury Duty	Variable Quantity	26 hours	Edit Quantity per Day

10. Enter the hours for each day of time off you are requesting.

Hint: If you are requesting multiple days and each day has the same number of hours, enter the number of hours in the **Update All Quantities** field.

Click **Done**.

Edit Quantity per Day

16 hours - JD - Jury Duty
Total

Update All Quantities

2 items

Date	Quantity per Day	Comments
Thu, Apr 13, 2023	<input type="text" value="8"/>	<input type="text"/>
Fri, Apr 14, 2023	<input type="text" value="8"/>	<input type="text"/>

11. Click **Submit**. In most cases no further approval is needed since you are the employee's manager.

Manage Employee Time Off

Audience: Managers



Total 16 hours - JD - Jury Duty

Request 1 item

	*From	*To	*Type	Quantity per Day	Total	
	04/13/2023	04/14/2023	JD - Jury Duty	8 hours	16 hours	Edit Quantity per Day

enter your comment

Attachments

Drop files here

or

Submit Cancel