



Time off for employee, enter or correct

Quick Reference Guide

Enter and Correct (including cancel) an Absence or Time Off on Behalf of an Employee.

Time Off – vacation, sick, personal business, etc. Employee requests route to the Manager.

Absence – Family & Medical Leave (FML). Employee requests route to the Absence Partner.

Absence management plans can run at the same time and will require two separate entries in Workday. Tasks can be completed by a Manager, Absence Partner, or HR Partner on behalf of an employee.

General Navigation

Click on the Team Time Off worklet. Select Enter Employee Time Off or Correct Employee Time Off, and enter the Worker name. Enter a new event from the calendar, or navigate to a requested or approved event and click on it to correct or cancel. If the event has not yet been approved, you have the option to Cancel, or Approve, Deny and Send Back by clicking on the Absence Event hyperlink and selecting Manager to Review Absence Request. Once you are in an Approved event, you can correct individual dates (including removing them).

Manager

Time Off: Manager can enter and correct after approval (including cancelling) a Time Off. Approval process is not generated. Employee receives a notification.

Absence (F&ML): Manager can initiate an Absence request to be routed to the Absence Partner for approval. Employee receives a notification.

HR Partner

Time Off: HR Partner can initiate a correction after approval (including cancellation) of a Time Off to be routed to the Manager for approval. Employee receives a notification.

Absence (F&ML): HR Partner can initiate a new request or a correction after approval (including a cancellation) of an Absence. It will be routed to the Absence Partner for approval. Employee receives a notification.

Absence Partner

Time Off: Absence Partner can correct a Time Off after approval on behalf of the employee to be routed to the Manager for approval. Employee receives a notification.

Absence (F&ML): Absence Partner can add, correct or deny an Absence Request. Approval process does not initiate. Employee receives a notification.