Absence Requests in your Inbox
You will receive your team’s absence requests through your Workday Inbox. You can access the Inbox using your desktop/web or mobile device. You have the option to Approve, Send Back to employee, or Deny an absence request. You will also have the ability to perform the same task via the Team Time Off worklet. Absences will be tracked on your Time Off and Leave Calendar and Team Absence Calendar within your Team Time Off worklet.

Click on the **Absence Request** from the **Actions** menu.

Review the absence details from this table.

Click **View Balances** to review the employee’s current absence balance.

Click **Approve** to accept the request. Click **Send Back** to send the request back to the employee. Click **Deny** to deny the request. Click **Cancel** to exit the task.

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearnOregon](https://ilearnoregon.org). For system issues, please contact [Workday.help@oregon.gov](mailto:Workday.help@oregon.gov).
Time Off and Leave Calendar

**Step 1:** From the *Homepage*, click on the *Team Time Off* worklet.

**Step 2:** Select *Time Off and Leave Calendar*.

**Step 3:** Review the calendar. Each employee’s absence will be displayed as shown in the example below.

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Time Off and Leave Calendar
Take actions on events not yet approved, including canceling the request with just a click.

**Step 1:** Click on the **Absence Event** as shown on the previous page.
**Step 2:** Click on the blue hyperlink next to **Absence Event**. This will open the View Event screen.
**Step 3:** Click on **Manager to Review Absence Request**. Note: This action is completed as if it were an inbox item and will remove the action from your inbox once complete.

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**Team Absence Calendar**
The Absence Calendar is a view of absences already approved. It can be filtered by Organizations and Workers using the menu prompts. The default is a weekly view; however, you have the option to change it.

**Enter Employee Time Off**
Use the quick link to enter an employee’s time off on their behalf. This action will not require an approval and will send a notification to the employee when completed. Use the menu prompt to select from employees you supervise or type their name in the field and hit enter.

**Correct Employee Time Off**
Use the quick link to correct an employee’s time off on their behalf. This action will not require an approval and will send a notification to the employee when completed. Use the menu prompt to select from employees you supervise or type their name in the field and hit enter.
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Time Off Requests and Time Off Reports
When you click into the Team Time Off worklet, 5 absence reports will populate in the dashboard: Today | Approved Requests, Submitted Requests Waiting Approval, Current Month | Approved Request, Previous Month | Approved Requests and Time Off Balances | PB.SL.VA. Click View More at the bottom of a report to view more information. Additional Time Off Reports are available in the right hand navigation.

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