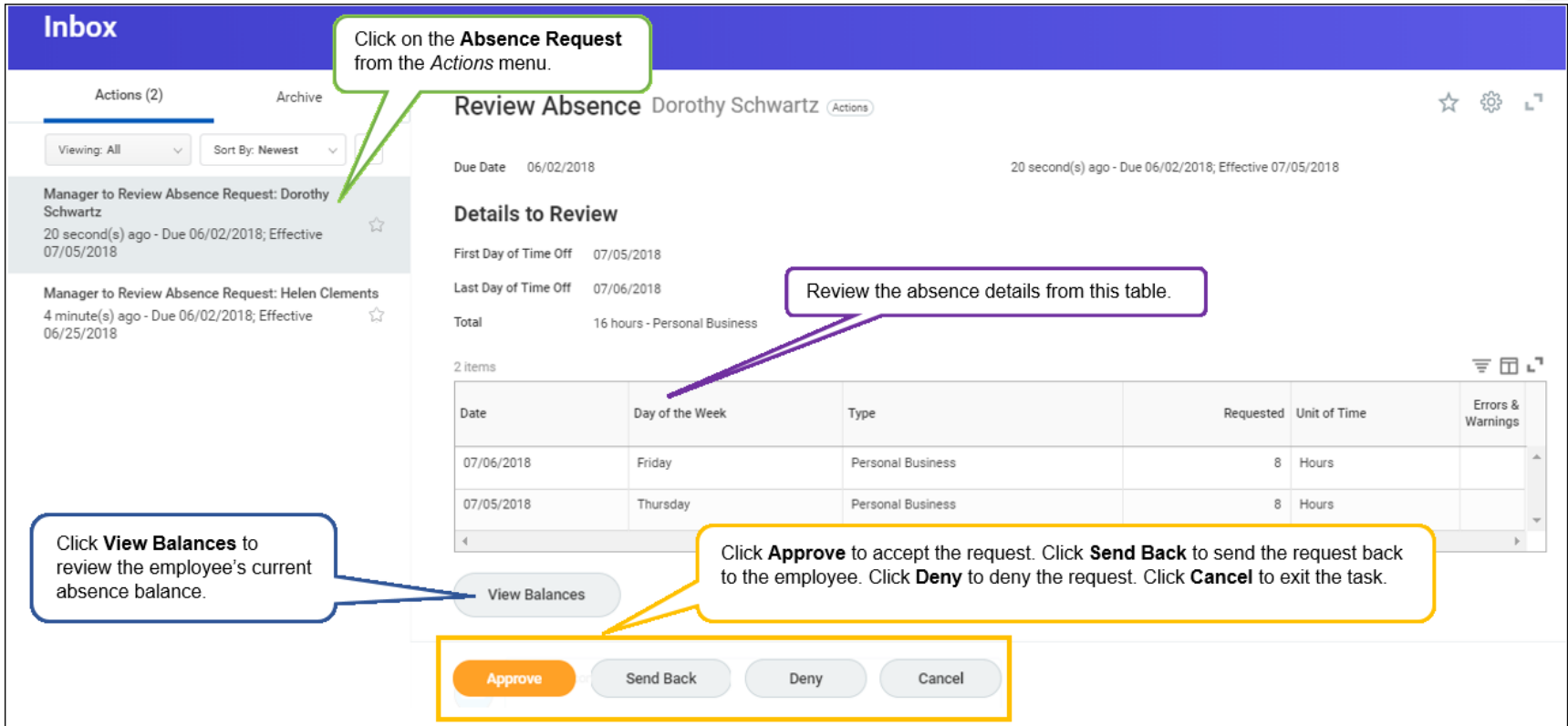


Absence Requests in your Inbox

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.

Inbox

Actions (2) Archive

Viewing: All Sort By: Newest

Manager to Review Absence Request: Dorothy Schwartz
20 second(s) ago - Due 06/02/2018; Effective 07/05/2018

Manager to Review Absence Request: Helen Clements
4 minute(s) ago - Due 06/02/2018; Effective 06/25/2018

Review Absence Dorothy Schwartz (Actions)

Due Date 06/02/2018 20 second(s) ago - Due 06/02/2018; Effective 07/05/2018

Details to Review

First Day of Time Off 07/05/2018
Last Day of Time Off 07/06/2018
Total 16 hours - Personal Business

2 items

Date	Day of the Week	Type	Requested	Unit of Time	Errors & Warnings
07/06/2018	Friday	Personal Business	8	Hours	
07/05/2018	Thursday	Personal Business	8	Hours	

View Balances

Approve Send Back Deny Cancel

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

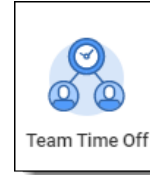
Click **View Balances** to review the employee's current absence balance.

Review the absence details from this table.

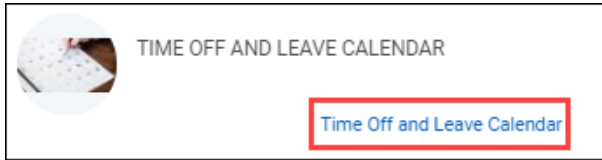
Click **Approve** to accept the request. Click **Send Back** to send the request back to the employee. Click **Deny** to deny the request. Click **Cancel** to exit the task.

Time Off and Leave Calendar

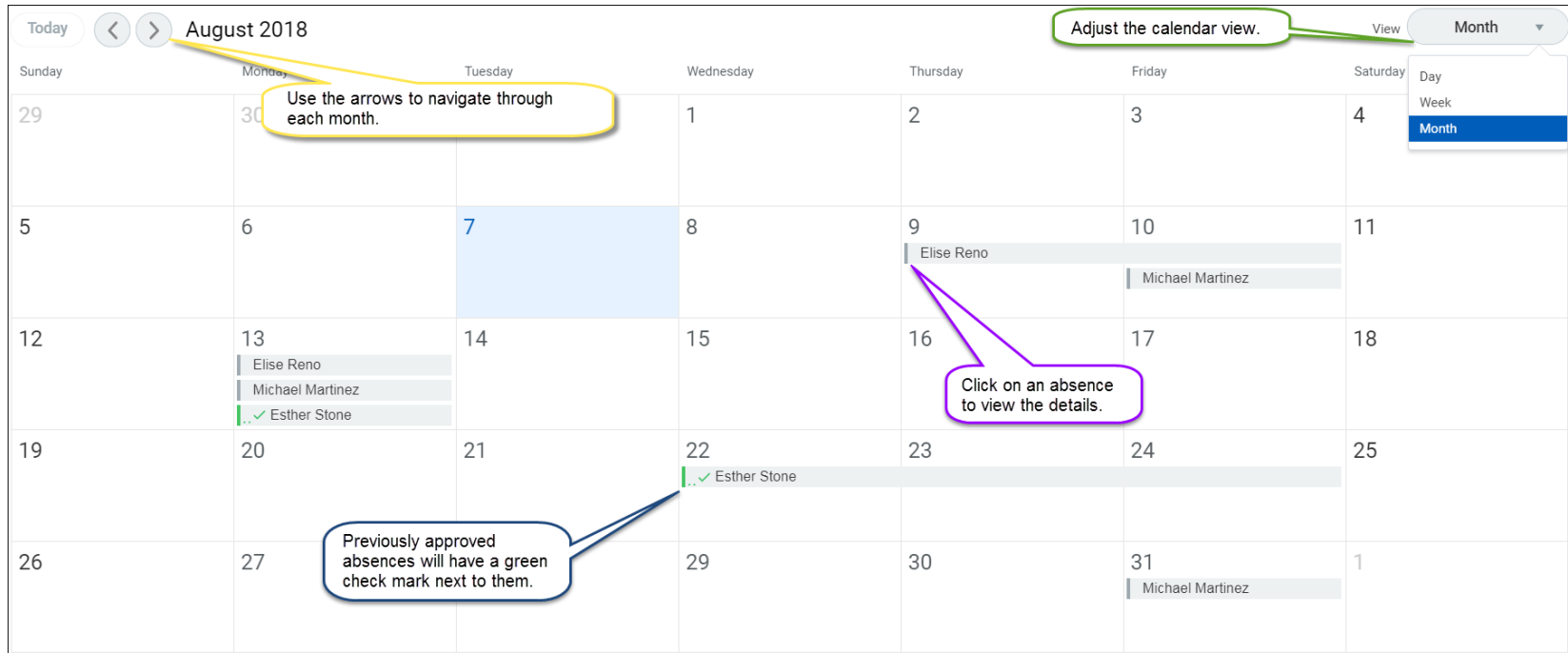
Step 1: From the *Homepage*, click on the **Team Time Off** worklet.



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.



Today < > August 2018 View Month

Use the arrows to navigate through each month.

Adjust the calendar view.

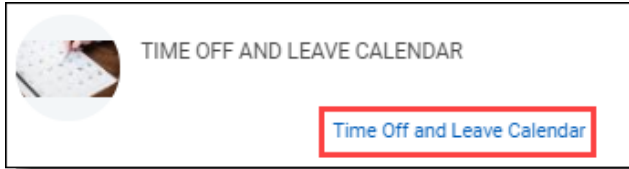
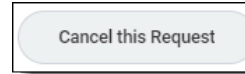
Click on an absence to view the details.

Previously approved absences will have a green check mark next to them.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	5
6	7	8	9 Elise Reno	10 Michael Martinez	11	12
13 Elise Reno Michael Martinez	14	15	16	17	18	19
20	21	22 ✓ Esther Stone	23	24	25	26
27	28	29	30	31 Michael Martinez	1	2

Time Off and Leave Calendar

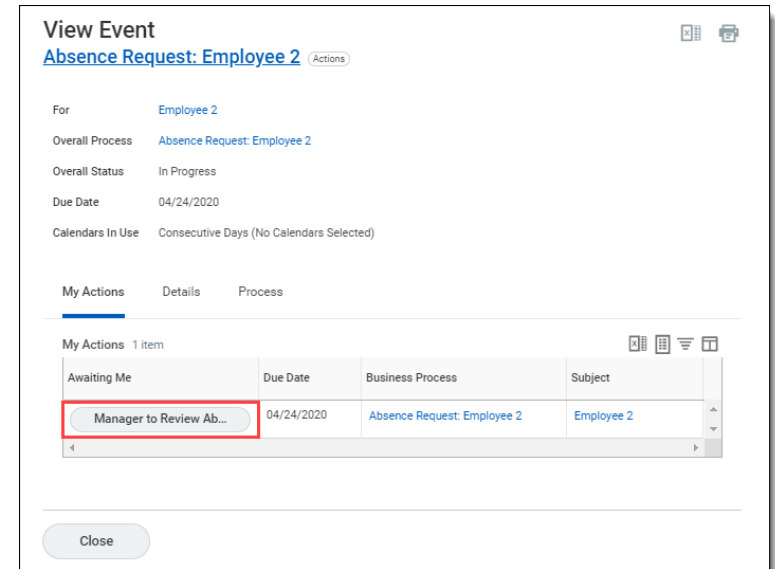
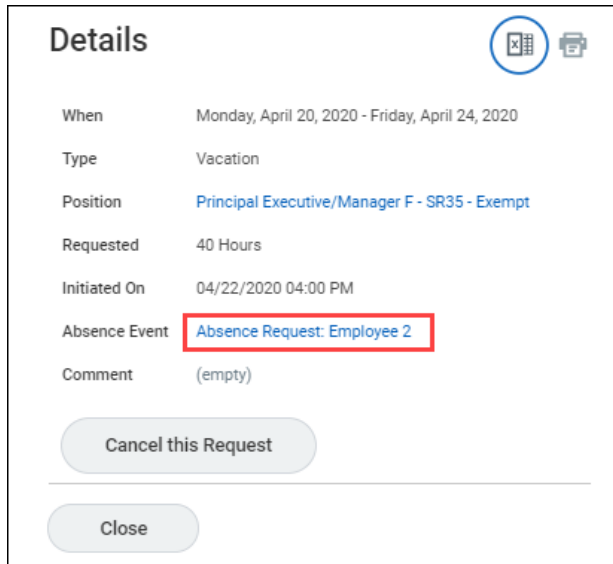
Take actions on events not yet approved, including canceling the request with just a click.



Step 1: Click on the **Absence Event** as shown on the previous page.

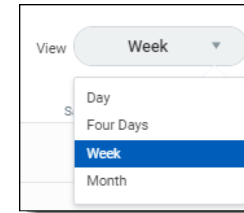
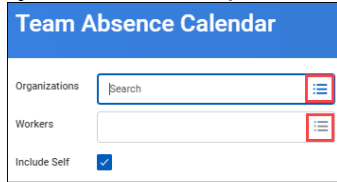
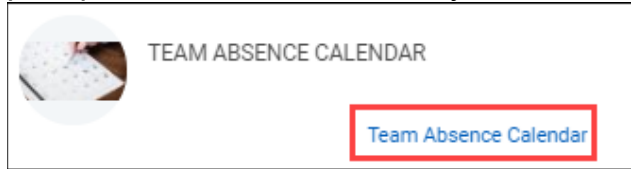
Step 2: Click on the blue hyperlink next to *Absence Event*. This will open the View Event screen.

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.



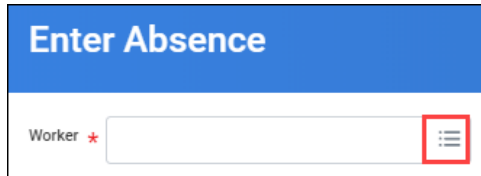
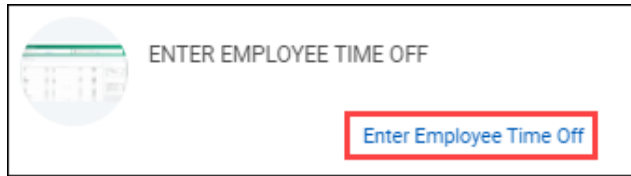
Team Absence Calendar

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.



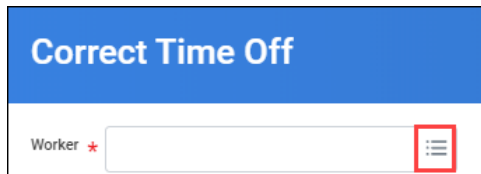
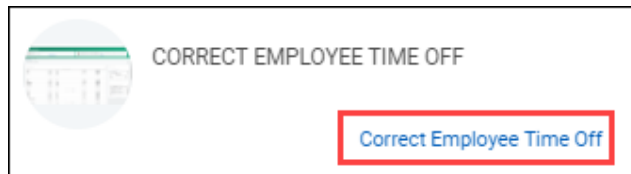
Enter Employee Time Off

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.





Team absences

Quick Reference Guide

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.

TIME OFF REQUESTS
⚙️

Today | Approved Requests (first 100) ⚙️

Legal Name	Time Off Request	Hours	Start Time	End Time	Comment
3, Employee	Vacation	8			
3, Employee	Vacation	-1	09:00 AM	05:00 PM	This report has a comment field.

[View More ...](#)

Submitted Requests Waiting Approval (first 100) ⚙️

Time Off Date	Day of the Week	Legal Name	Time Off Request	Hours	Start Time	End Time
05/06/2020	Wednesday	2, Employee	Sick Leave	4		
05/11/2020	Monday	2, Employee	Sick Leave	2	12:00 PM	02:00 PM
05/11/2020	Monday	4, Employee	Vacation	8		
05/12/2020	Tuesday	4, Employee	Vacation	8		
05/13/2020	Wednesday	4, Employee	Vacation	8		
05/14/2020	Thursday	4, Employee	Vacation	8		
05/15/2020	Friday	4, Employee	Vacation	8		

[View More ...](#)

Current Month | Approved Requests (first 100) ⚙️

Time Off Date	Day of the Week	Legal Name	Time Off Request	Hours	Start Time	End Time
04/13/2020	Monday	2, Employee	Personal Business	8		
04/13/2020	Monday	2, Employee	Personal Business	-8		

📅 Calendars

- Time Off and Leave Calendar >
- Team Absence Calendar >

📅 Enter or Update Employee Time Off

- Enter Employee Time Off >
- Correct Employee Time Off >

📅 Time Off Reports

- Time Off (Leave Balances) >
- Extended Leave Without Pay >
- Potential 40 Hour Vacation Payout >

Time Off Balances | PB . SL . VA ⚙️

Legal Name	Time Off Plan	
	Time Off	Balance
1, Employee	PB	0
	SL	173.61
	VA	223.9
2, Employee	PB	24
	SL	157.27
3, Employee	VA	174.8
	PB	0

Additional Information: For more in-depth training, with step by step instructions and videos, visit [iLearnOregon](#). For system issues, please contact Workday.help@oregon.gov.

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