

Manage Team Absences

Both hourly and salaried staff members will be submitting requests for time off, including vacation, sick, and jury duty, using the Time Off application. These time-off requests are submitted at the time of entry and will be delivered directly to your Workday Inbox.

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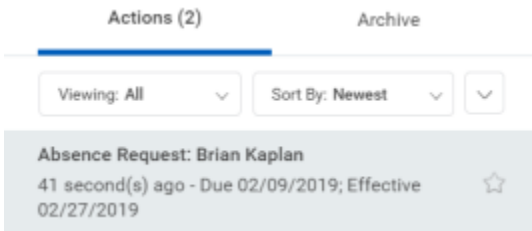
Approve, Deny, and Send Back Absence Requests

As a manager, you have the option to approve, deny, or send back absence requests. To view an absence request:

1. Navigate to your **Inbox**.



2. Click the **Absence Request** Inbox item.



3. (Optional) Click the **View Balances** button to view an employee's time off balances.
4. Click **Approve**, **Send Back**, **Add Approvers**, or the **More** button. From the **More** menu, you can select **Deny** or **Cancel**.

Actions (2) Archive

Viewing: All Sort By: Newest

Absence Request: Brian Kaplan
41 second(s) ago - Due 02/09/2019; Effective 02/27/2019

Enroll in Course: Customer Service: A Key to Success
1 year(s) ago - Due 02/19/2017

Review Absence Request: Brian Kaplan (Actions)

41 second(s) ago - Due 02/09/2019; Effective 02/27/2019

For: Brian Kaplan

Overall Process: Absence Request: Brian Kaplan

Overall Status: In Progress

Due Date: 02/09/2019

Details to Review

First Day of Time Off: 02/27/2019

Last Day of Time Off: 02/28/2019

Total: 16 hours - Vacation (Hours)

2 items

Date	Day of the Week	Type	Requested	Unit of Time
02/27/2019	Wednesday	Vacation (Hours)	8	Hours
02/28/2019	Thursday	Vacation (Hours)	8	Hours

View Balances

Approve Send Back Add Approvers Deny Cancel

5. If denied, you must enter comments for the employee. The item will be routed back to the employee's inbox.

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit Cancel

6. If approved, click the **Detail and Process** arrow to view the employee's time off summary.

Success! Event approved
Absence Request: (Actions)
52 second(s) ago - Due 04/29/2020; Effective 04/29/2020

Process Successfully Completed

Details and Process

For:

Overall Process: Absence Request:

Overall Status: Successfully Completed

Due Date: 04/29/2020

Details Process

Request Details 3 items

Date	Day of the Week	Type	Requested	Unit of Time
04/29/2020	Wednesday	Vacation Time	7	Hours
04/30/2020	Thursday	Vacation Time	7	Hours
05/01/2020	Friday	Vacation Time	7	Hours

Done

7. Click **Done**.

Time and Absence Dashboard

The Time and Absence dashboard gives managers quick access to several reports and tasks for managing team absences.

Time and Absence

Absence

Time

My Team's Time

Worker	Check-in Status	Regular Hours	Overtime Hours
Jacqueline Desjardins		0	
Betty Liu		0	
Maria Cardoza		0	
		0	

View More ...

Compare Reported and Scheduled Hours

View More ...

My Team's Reported Time

View More ...

Tasks

Review Time

My Team's Schedule

Time Off & Leave Calendar

Time Clock History

Reports

Time Block Audit

My Team's Scheduled Hours

Worker	2020/02/03	2020/02/04	2020/02/05	2020/02/06
Betty Liu	8	8	8	
Jacqueline Desjardins	8	8	8	
Maria Cardoza	8	8	8	
Total	24	24	24	

View More ...

View Team Absences

Managers can view all of their team members' absences at a glance on the unified absence calendar.

From the Time and Absence dashboard:

1. Click **Time Off and Leave Calendar** under Tasks (expand **More (#)** if the task does not appear).



Time Off & Leave Calendar

2. The unified absence calendar displays. Employee absence requests are marked with the employee's name.

Time Off and Leave Calendar

Today < > February 2020 View Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	Feb 1
2	3	4	5	6 Today	7	8
9	10 Betty Liu	11	12	13	14	15
16	17 President's Day	18	19	20	21	22
23	24	25	26	27	28	29

Enter Absence for a Direct Report

Managers can easily enter an absence on behalf of their direct reports using the Enter Absence task. From the Time and Absence dashboard:

1. Click the **Absence** tab at the top of the dashboard.
2. Click **Enter Absence** under Tasks (expand **More (#)** if the task does not appear).

Enter Absence

3. Select the direct report you are entering absence from the Worker prompt.

Enter Absence

Worker ★ search

← My Team

- ☒ **Betty Liu**
Director, Payroll Operations
HR Services
- ☐ **Jacqueline Desjardins**
Director, Recruiting Services
HR Services
- ☐ **Julie Bowles**
Manager, IT Operations
IT Operations
- ☐ **Maria Cardoza**
Director, Employee Benefits
HR Services

4. Click **OK**.

- Click on one or more days for the worker's absence or click and drag to select multiple days. Click on a selected day to deselect it.

- (Optional) Click the **Select Date Range** button to enter an extended date range. This is useful when entering an absence request that might extend into a different month or over a long period.
- Click the **Request Absence** button. The number of days you requested displays dynamically on the button to help confirm your request.
- Enter the type of absence requested from the Type prompt. Your options will include both Time Off and Leave of Absence types.

Note

Available Time Off and Leave types and their groupings will depend on employee type.

- Click **Next**.
- The Quantity per Day may default to a set amount or to your daily scheduled hours, depending on whether balances are tracked in days or hours.
- (Optional) To change the amount, click **Edit Quantity per Day**. Enter the desired quantity per day amount and any comments needed. Click **Done**.

Edit Quantity per Day

24 hours - Sick (Hours)
Total

Update All Quantities

3 items

Date	Quantity per Day	Comments
Tue, Sep 18, 2018	<input type="text" value="8"/>	<input type="text"/>
Wed, Sep 19, 2018	<input type="text" value="8"/>	<input type="text"/>
Thu, Sep 20, 2018	<input type="text" value="8"/>	<input type="text"/>

12. Attach any appropriate supporting documents by dragging them to the Attachments field or clicking **Select files**.
13. Click **Submit**.

Correct Time Off for a Direct Report

To correct a time-off request for a direct report, you must have the appropriate security permissions enabled for the task. Additionally, you can only correct submitted and approved time-off requests.

From the Time and Absence dashboard:

1. Within the Absence tab, click **Correct Absence** under Tasks (expand **More (#)** if the task does not appear).

Correct Absence

2. Select the direct report from the Worker prompt.

Worker ★ ⋮

3. Click **OK**.
4. Click a time off entry to open the details.

29	30	May	1
<div> <input checked="" type="checkbox"/> Vacation Time </div>			

5. Select the days off you want to correct or click the **Remove Row** icon to remove the days.

Correct Absence Brian Kaplan (Actions)Total
24 Hours

Wednesday, September 12, 2018 - Friday, September 14, 2018

Select All ☐ 2 selected

Correct 3 items

	<input checked="" type="checkbox"/>	Wednesday, September 12, 2018	Vacation (Hours)	8 Hours
	<input checked="" type="checkbox"/>	Thursday, September 13, 2018	Vacation (Hours)	8 Hours
	<input type="checkbox"/>	Friday, September 14, 2018	Vacation (Hours)	8 Hours

Type * X Vacation (Hours) ⋮

Quantity per Day

Unit of Time

Comment

6. Revise the requested hours in the Quantity per Day field.
7. Enter a comment if needed.
8. Click **Submit**.

Correct Leave of Absence for a Direct Report

To correct a leave of absence request for a direct report, you must have the correct permissions enabled for the task. You can only correct a submitted and approved leave of absence request.

From the Time and Absence application:

1. Click **Correct Absence** under Tasks (expand **More (#)** if the task does not appear).
2. Select the direct report from the Worker prompt.
3. Click **OK**.
4. Click the leave of absence entry on the calendar.
5. Click the Absence Event's **Related Actions**.

Details

Last Day of Work 02/19/2019

First Day of Absence 02/20/2019

Estimated Last Day of Absence 02/22/2019

Type Bereavement Leave

Absence Event [Absence Request: Brian Kaplan](#) ⋮

6. Click **Business Process > Correct**.
7. Edit the Last Day of Work, First Day of Absence, Estimated Last Day of Absence, and Type as needed.
8. Enter a comment. This step is required for a correction.
9. Click **Submit**, then **Done**.

Return an Employee from a Leave of Absence

When an employee comes back to work after a leave of absence, the manager will enter information about their return.

From the Time and Absence dashboard:

1. Click **Return Worker from Leave** under Tasks (expand **More (#)** if the task does not appear)

Return Worker from Leave

2. Select the direct report on leave from the Worker prompt.
3. Click **OK**.
4. Enter the First Day Back at Work.
5. Enter the Actual Last Day of Absence. The First Day Back at Work must be after the Actual Last Day of Absence.

← **Return Worker from Leave**
 Brian Kaplan (Actions)

First Day Back at Work MM / DD / YYYY

Absences Returned From 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	Bereavement Leave (02/20/2019)	02/20/2019	02/22/2019	

6. Click **Submit**, then **Done**.