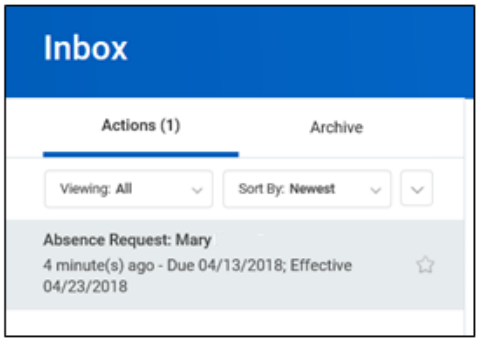
Time Off Requests

As a manager, you are expected to review and approve time off requests submitted by your team members.

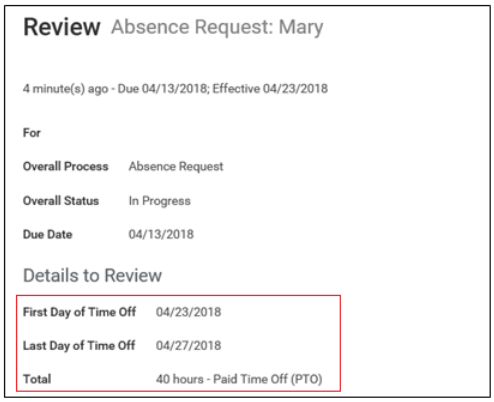
Approve Time Off Requests

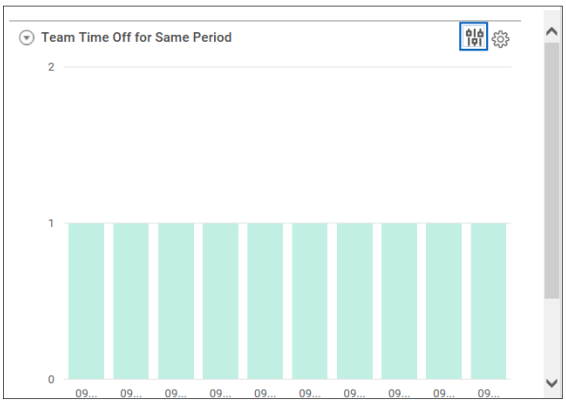
1. Once your team member has submitted a time off request, you will receive an Action in your Inbox notifying you of an **Absence Request**.



Note: Remember, in Workday, an absence refers to any time spent away from work.

2. Click on the **Absence Request** to review the details. Here you'll see additional information, including an overview of the request. A pop-up of when other team members have scheduled time off appears. You may click to close this pop-up.

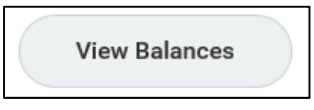




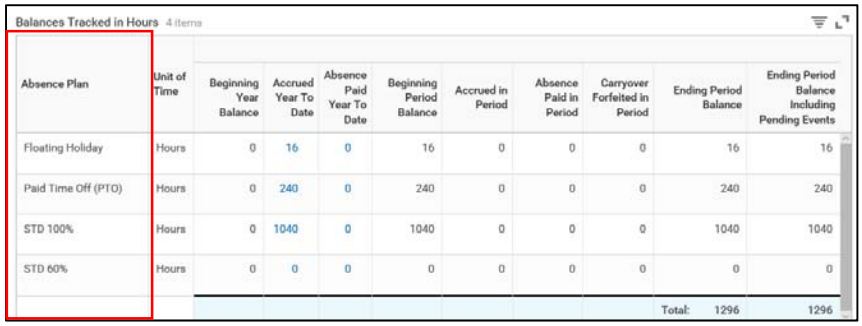
3. Scroll down to see details of the request.

Date	Day of the Week	Type	Requested	Unit of Time
04/23/2018	Monday	Paid Time Off (PTO)	8	Hours
04/24/2018	Tuesday	Paid Time Off (PTO)	8	Hours
04/25/2018	Wednesday	Paid Time Off (PTO)	8	Hours
04/26/2018	Thursday	Paid Time Off (PTO)	8	Hours
04/27/2018	Friday	Paid Time Off (PTO)	8	Hours

4. To view the team member's current absence balances, click **View Balances**.



5. This will open a summary of the team member's current accrued absence balance to date, segmented by absence type (e.g. Floating Holidays, PTO, etc.).



Balances Tracked in Hours 4 items

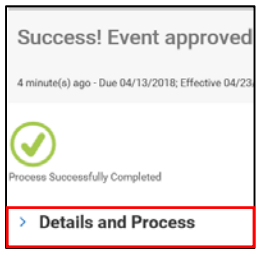
Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events
Floating Holiday	Hours	0	16	0	16	0	0	0	16	16
Paid Time Off (PTO)	Hours	0	240	0	240	0	0	0	240	240
STD 100%	Hours	0	1040	0	1040	0	0	0	1040	1040
STD 60%	Hours	0	0	0	0	0	0	0	0	0
								Total:	1296	1296

Note: STD balances will not be updated in real time. Balance adjustments will be reflected after approval by Cigna and notification to Payroll by Health & Group Benefits.

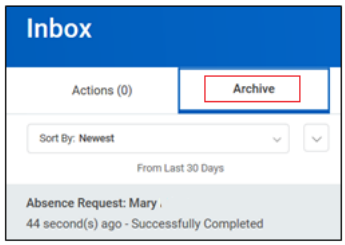
6. After reviewing the entries, click **Approve**, **Send Back**, or **Deny**. If you send the request back, you will receive a pop-up asking you to enter a reason. If you choose to close the request, the task will remain in your inbox until further action is taken.

Note that you must approve all entries in the request; you are not able to approve portions of the request and send back/deny others.

7. After clicking **Approve** you will see a successful approval screen. Click the **Details and Process** arrow if you want to review the approved time details.



8. Click **Done** to complete the approval. This event will now move from the Actions section of your inbox, to the Archive section marked as "Successfully Completed."

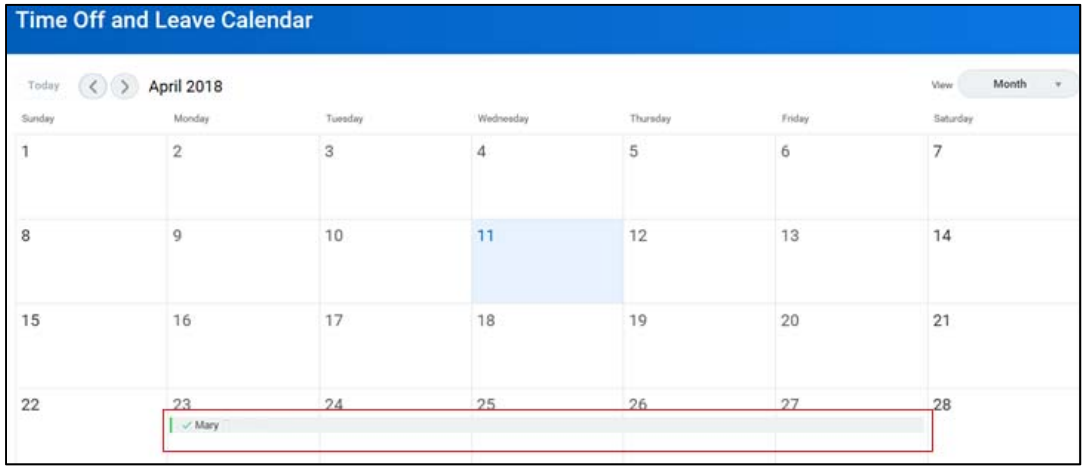


View Team Absence

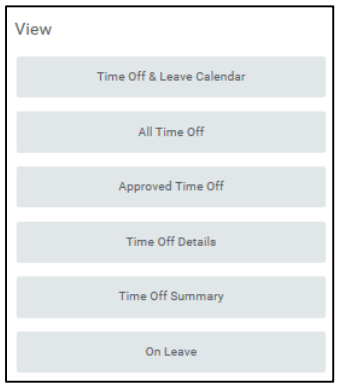
9. Once you have approved an absence request, you can view the approved time off using your **Manager Time & Absence Application**.
10. Using the **Team Time Off** application on the Workday homepage.

    In the **Team Time** reporting summary in the upper right-hand corner, click **Time Off & Leave Calendar**.

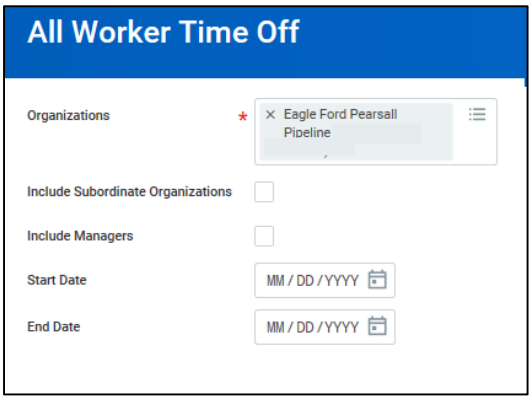
11. Here you will see all approved time off in the selected time frame, and you can view any overlapping upcoming absences.

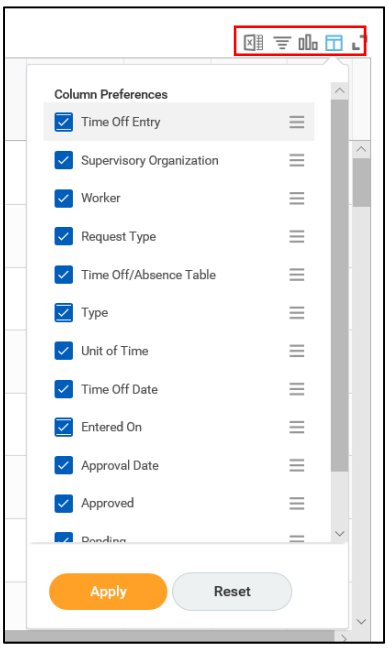


12. Return to the **Team Time Off** report section of your **Manager Time & Absence** application. Here you also have the option to access **All Time Off** and view workers **on Leave** for additional insights about your team's time away from work.



13. Regardless of which you choose, enter the **Organization**. You can also choose to limit the **Start** and **End Date**, and whether to include **Managers** and/or **Subordinate Organizations**.



14. Click **OK**.

15. Here you will see a summary report of All/Approved time off requests. This report provides worker time off detail such as Supervisory Organization, Request Type, Time Off Date, Date Entered, Pending, Approved or Denied status and you can filter/arrange the report to suit your needs.