

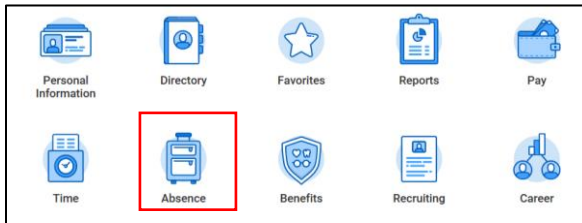
Correct or Cancel Absence


All corrections to Workday time entries (including absence corrections) must be made within 90-days of the timesheet close. The process you follow differs dependent upon whether the absence request has been approved.

Cancel Absence – Submitted/Unapproved

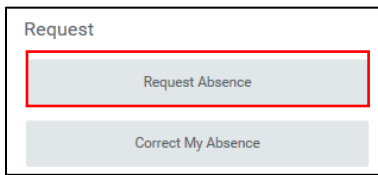
If your absence request has not yet been approved, you can cancel it. If you would like to change the details of the absence request, you can then submit a new request for approval.

1. To get started, first navigate to the **Absence** application on the Workday homepage.

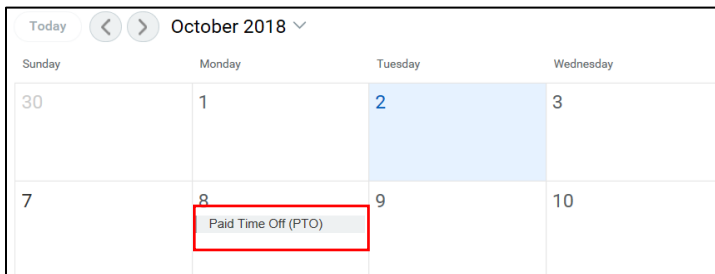


 **Note:** In Workday, an absence refers to time spent away from work.

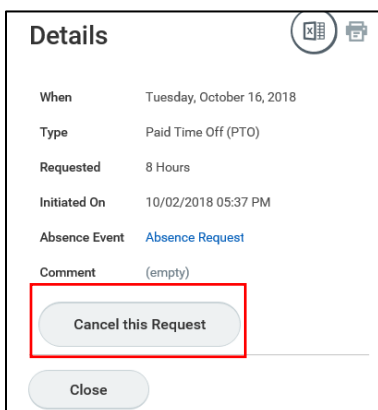
2. From the Request column, click **Absence Request**.



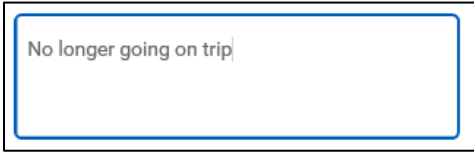
3. From the Absence Calendar, click directly on the request you would like to cancel. Unapproved time will show in gray without a green checkmark.



4. Click **Cancel This Request**.

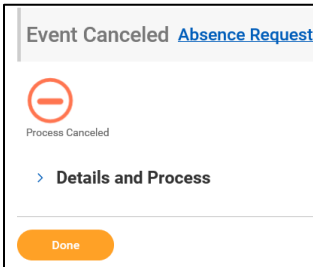


5. Use the **Comment** field to enter and relevant supporting information. You will receive an error if you do not provide a comment.



No longer going on trip

6. Click **Submit**. You will receive a pop-up notifying you that the process has been cancelled.



Event Canceled [Absence Request](#)

Process Canceled

> Details and Process

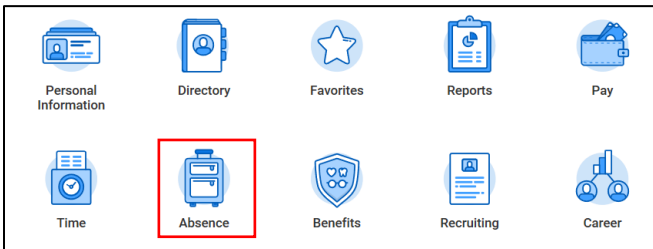
Done

7. Click **Done**. You can now submit another absence request with updated details if you choose.

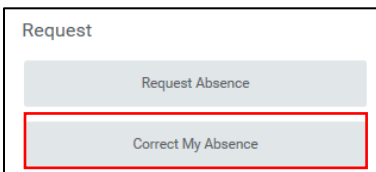
Correct or Cancel Absence – Approved

If your absence request has already been approved by your manager, you can cancel or correct/change it.

1. To get started, first navigate to the **Absence** application on the Workday homepage.



2. From the Request column, click **Correct My Absence**.

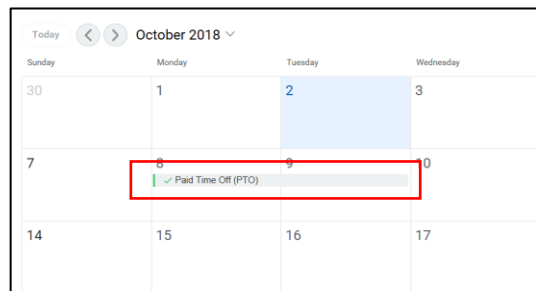


Request

Request Absence

Correct My Absence

3. From the calendar, click the absence you would like to correct.



4. Select the days you would like to alter.

If you are making a change to a prior period, please review your timesheet to ensure that all reported time is correct.

Monday, October 8, 2018 - Tuesday, October 9, 2018

Select All 1 selected

Correct 2 items

Select	Date	Type	Daily Quantity
<input checked="" type="checkbox"/>	Monday, October 8, 2018	Paid Time Off (PTO)	8 Hours
<input type="checkbox"/>	Tuesday, October 9, 2018	Paid Time Off (PTO)	8 Hours

5. Here you can adjust the absence **Type** and/or the **Quantity per Day**. Note that in the case of requesting PTO on a weekend day, the Quantity per Day will default to 0 hours. As such, you will need to adjust the quantity to reflect the number of hours you would like to take off.

Type	* <input type="text" value="Paid Time Off (PTO)"/>
Quantity per Day	<input type="text" value="8"/>

Type	* <input type="text" value="Paid Time Off (PTO)"/>
Quantity per Day	<input type="text" value="4"/>

6. To delete the absence, click or decrease daily quality to 0.

Correct 2 items

Select	Date	Type	Daily Quantity
<input checked="" type="checkbox"/>	Monday, October 8, 2018		0
<input type="checkbox"/>	Tuesday, October 9, 2018	Paid Time Off (PTO)	8 Hours

7. Use the **Comment** field to enter and relevant supporting information. You will receive an error if you do not provide a comment.

Comment

8. Click **Submit**.

9. You will now see your canceled/corrected absence on your **Absence Calendar**. Note that if the absence has already been approved by your manager, it will be re-submitted for approval and therefore will not be removed from your calendar until they have approved.

8	9
Paid Time Off (PTO)	✓ Paid Time Off (PTO)