




## Approving Time Off: How to Review a Time Off Request

**Note:**

- Time-Off requests can be approved in Workday by Managers, Payreps, Time-Off Partners, or Time Keepers.
- Please be aware that accruals for employees are granted on the last day of the pay period and only eligible to be used thereafter (i.e. not to be used retroactively).

- 1) Navigate to your **Inbox** by clicking near your name, located in the far upper right hand corner on your homepage.
- 2) Click on **Inbox**, and all pending **Actions** (time off requests and other business processes as applicable) which need to be approved will be displayed.
- 3) Click on the **Time Off Request** that need to be approved. Assess the **Details To Review** section of the page for accuracy.
- 4) During the Review, click the **Additional Details Arrow**  to expand the section for further details should you wish to review information on:
  - a. Time Off Balance as of Current Date,
  - b. Previous Time Off Requests, or
  - c. Previous Time Off Adjustments
- 5) Upon completion of the Review:
  - d. If accurate, click **Approve** to approve the time off request.
  - e. If inaccurate, click **Send Back**, enter a reason, and click **Submit**. The **Time Off Request** will route back to the employee to revise the request.

**Note:** You cannot edit a **Time Off Request** on behalf of the employee. If the request needs to be changed, **Send Back** to the employee for revisions.
  - f. If the **Time Off Request** is denied, click **Deny**, enter a reason and click **Submit**.

**Note:** The employee will see the “denied” request in their **Time Off Worklet**>View>Time Off and in their Inbox on the Archive tab.

## Time Off Requests: How to Verify a Time Off Request has been processed:

- 1) Navigate to your **Inbox** by clicking near your name, located in the far upper right-hand corner on your homepage.
- 2) Click on the **Inbox** icon.

The screenshot shows a software interface with a left sidebar and a main content area. The sidebar has a tab labeled 'Archive' and a list of time off requests. The main content area is titled 'View Event Time Off Request: Bini Thomas' and shows details for a specific request.

**Archive List:**

- Time Off Request: Bini Thomas (16 minute(s) ago - Successfully Completed)
- Time Off Correction: Laurie Conlon (On Leave) (2 hour(s) ago - Successfully Completed)
- Time Off Request: Laurie Conlon (On Leave) (2 hour(s) ago - Successfully Completed)
- Time Off Request: Amy C. Parmley (On Leave) (4 day(s) ago - Successfully Completed)
- Time Off Request: Amy C. Parmley (On Leave) (7 day(s) ago - Successfully Completed)
- Integration: Schedule Large Reports - 10/11/2018 12:26:02.724 (11 day(s) ago - Successfully Completed)

**View Event Details:**

- For:** Bini Thomas
- Overall Process:** Time Off Request: Bini Thomas
- Overall Status:** Successfully Completed
- Calendars In Use:** Consecutive Days (No Calendars Selected)



**Table:**

Date	Day of the Week	Type	Position	Requested	Unit of Time
10/26/2018	Friday	Vacation (Days)	00119795 Consultant/Advisor II	1	Days

- 3) Within the **Archive** tab, scroll through the Time Off Requests to view the details of the event which will appear in either a status of:
  - a. In Progress,
  - b. Successfully Completed, or
  - c. Denied.

## Time Off Requests: Viewing Team Time Off

**Note:** This functionality is for Managers only and allows them to view their Team's time off within a given week.

- 1) From the **Home** page, click on the **Menu** in the upper left-hand corner, then click the **Team Time Off** worklet.
- 2) On the **View** menu, click **Time-Off and Leave Calendar**.
- 3) The **Time Off and Leave Calendar** page appears.
- 4) Use the arrows   in the upper left hand corner to change the week in which you wish to view.