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.
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.