Approving Time Off: How to Review a Time Off Request

⚠️ Important Note: Only exempt employees can initiate time-off requests through Workday; non-exempt employees will continue to use KRONOS to request time-off. Only Managers and Time Off Partners have the ability to approve Time Off Requests in Workday.

1) Navigate to your Inbox, located in the far upper right hand corner on your homepage.

2) Click on the 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 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**, 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) Navigate to your **Home** page, and 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.