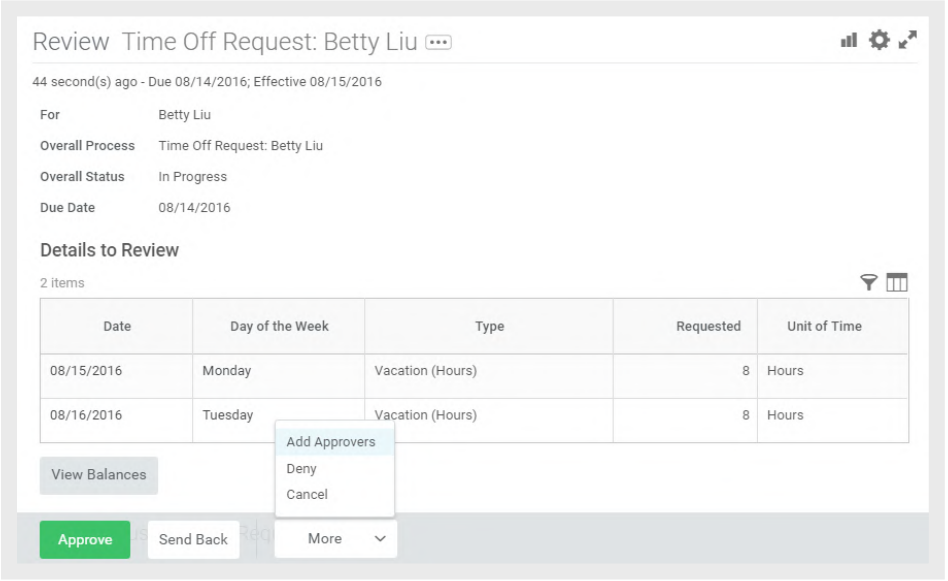
About the Time Off Worklet

Time off requests always require approval. The approval task is normally routed to the Manager's Inbox. To view these tasks, click the **Inbox** link.

Approve, Deny, and Send Time Off Requests Back

1. Click the **Profile** icon.
2. Click the **Inbox** link.
3. Click the **Time Off Request**.
4. Click the **View Balances** button to view an employee's time off balances (optional).
5. Click **Approve**, **Send Back**, **Add Approvers** (this option may be under the More menu) or **More**. From the **More** menu, you can select **Deny** or **Cancel**.



6. If approved, click the **Detail and Process** arrow to view the employee's time off summary.

Note: Depending on your organization's configuration of Workday, it may be possible to approve or deny time off requests directly from email notifications.

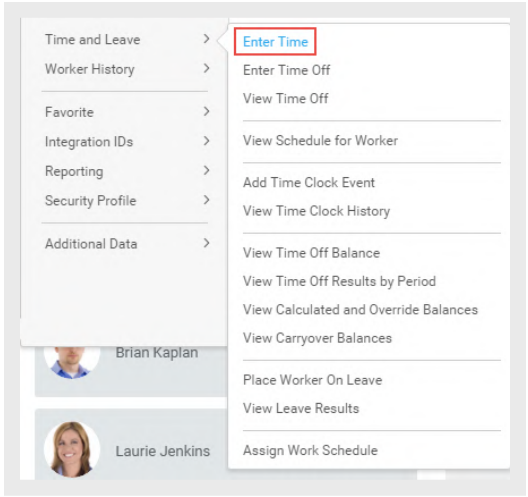
About the Team Time Off Worklet

The Team Time Off worklet is where a manager would enter or correct time off for an employee.

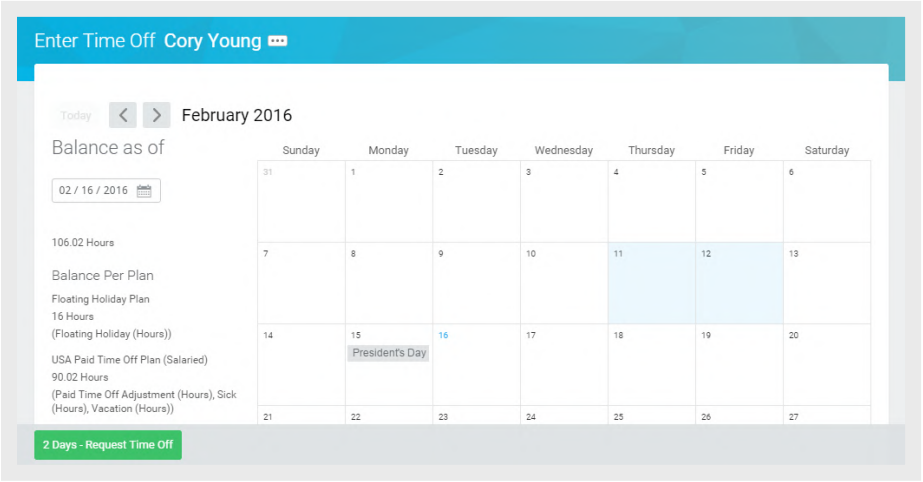
Enter Time Off for a Direct Report

From the My Team worklet:

1. Hover over the employee for whom you want to enter time off.
2. Click the employee's **Related Actions** icon.
3. Select **Time and Leave** > **Enter Time Off**.



4. Select the day(s) for the time off.
5. Click the **Request Time Off** button.



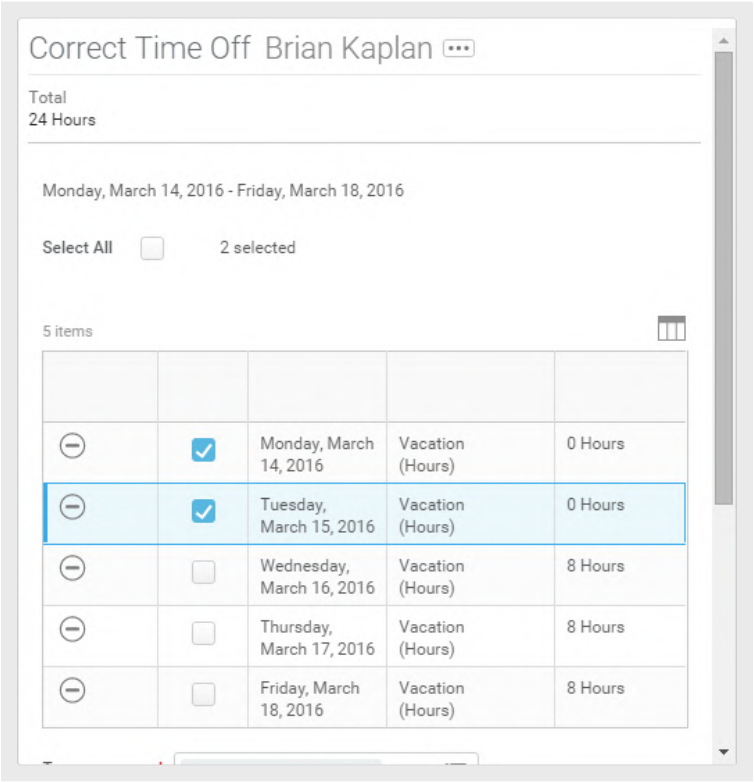
6. Enter the **Type** of time off requested.
7. Confirm the correct hours in the **Daily Quantity** field. It may default with the employee's daily scheduled hours based on how it is configured. If so, it can usually be edited.
8. Click **Submit**.

Correct Time Off for a Direct Report

In order to correct time off for a direct report, you must have the correct permissions enabled for the task.

From the Team Time Off worklet:

1. Click **Correct Time Off** under Actions. This option only works after a time off request has been submitted and approved.
2. Select the employee.
3. Click **OK**.
4. Click a time off entry to open the details.
5. Select the days off you want to correct.



6. Correct a previously approved time off entry by entering the correct number of hours per day. Enter *0* to remove approved time off days.
7. Enter a comment if needed.
8. Click **Continue**.
9. Click **Submit**.

View an Employee's Upcoming Time Off

From the Team Time Off worklet:

1. Click **All Time Off** under View.
2. Enter your **Organization**.
3. To include subordinate organizations and/or managers, select the checkbox. You can also select a specific date range if desired.
4. Click **OK** to run the report.

