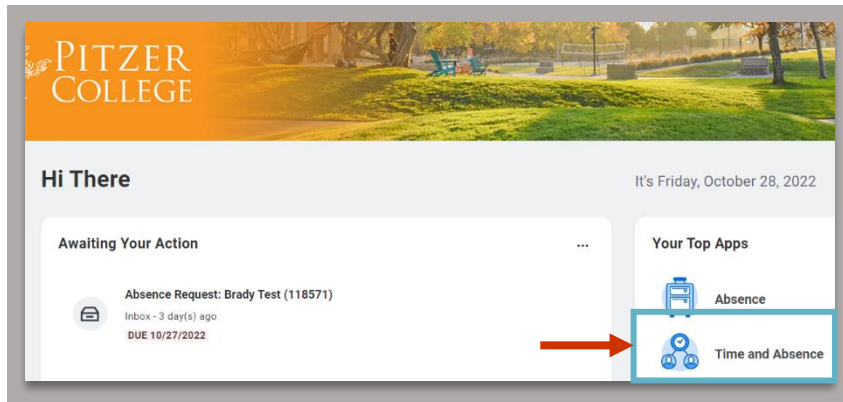


Absence: Enter, Correct or Cancel an Absence as a Supervisor

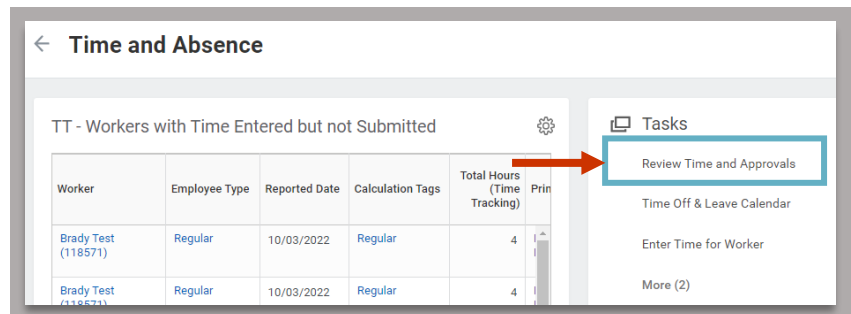
As a supervisor, you are able to enter, correct or cancel an absence for an employee. However, the preferred method is to have the employee do these tasks themselves.

For assistance, refer the employee to our [“How To”](#) job aids/videos.

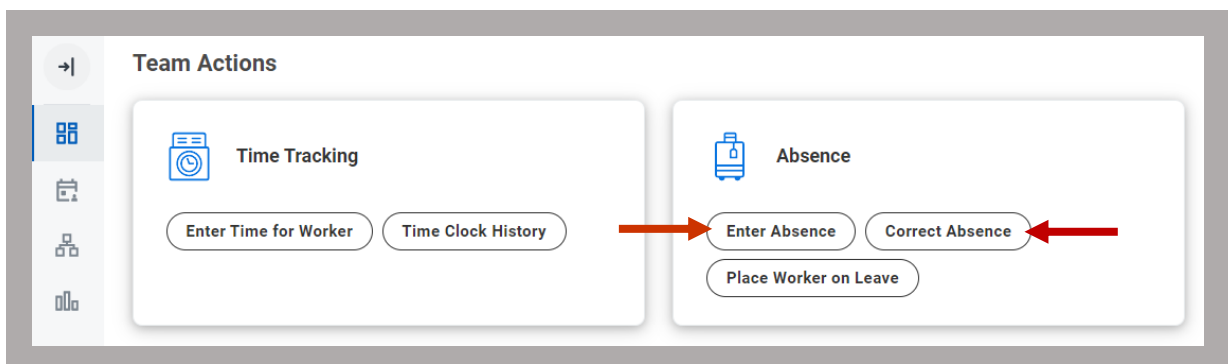
1. Log on to [Workday](#).
2. Navigate to **Your Top Apps** section. Select the **Time and Absence** application.



3. On the right side, under **Tasks**, select **Review Time & Approvals**.



4. Under **Absence**, select the type of transaction you want to do. Use **Correct** to cancel a request.



Absence: Enter, Correct or Cancel an Absence as a Supervisor

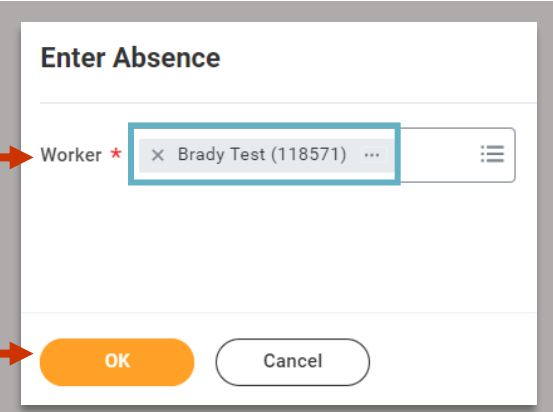
Table of Contents:

- [Enter an Absence](#): page 2
- [Correct an Absence](#): page 4
- [Cancel an Absence](#): page 6

Entering an Absence for an Employee

- Next to **Worker**, type the employee's name and hit "Enter" on your keyboard.

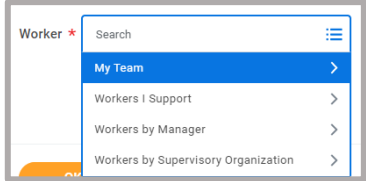
Select OK.



The screenshot shows the 'Enter Absence' form. The 'Worker' field is populated with 'Brady Test (118571)'. Below the form, the 'OK' button is highlighted with an orange arrow, and the 'Cancel' button is visible to its right.



Rather than typing an employee's name, you can also use the below features.



The screenshot shows the worker selection dropdown menu. The 'My Team' option is highlighted in blue. Other options include 'Workers I Support', 'Workers by Manager', and 'Workers by Supervisory Organization'.

My Team: employees that report to you

Workers I Support: employees that report to someone else but for whom you have time & absence access

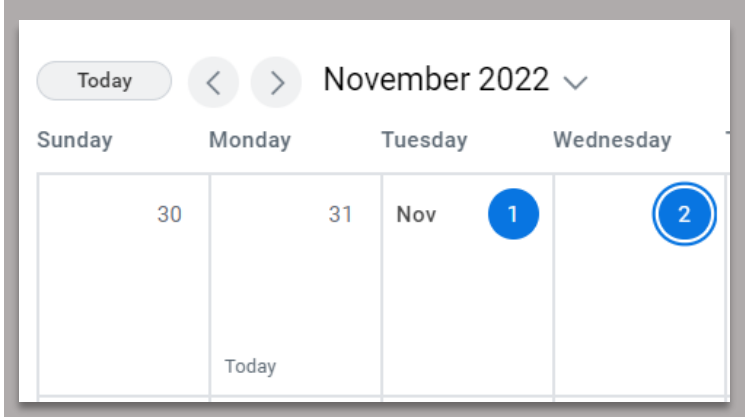
Workers by Manager: Pitzer does not use this functionality

Workers by Supervisory Organization: search by dept.

- Navigate to the month and day(s) you are editing.

Select the days that the employee is taking off.

Notice a blue circle will appear around the day(s) selected. To unselect, click on the day again.



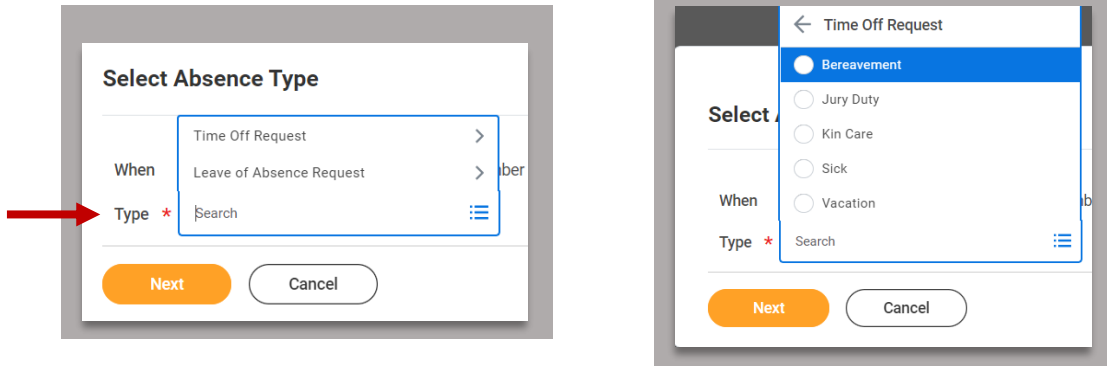
The screenshot shows a calendar for November 2022. The days 1 and 2 are selected with blue circles. The calendar shows the days of the week: Sunday, Monday, Tuesday, and Wednesday. The date 30 is shown under Sunday, 31 under Monday, and 'Nov' under Tuesday. The date 1 is shown under Wednesday, and 2 is shown under Thursday.

- Select **Request Absence** on the bottom, left hand corner.



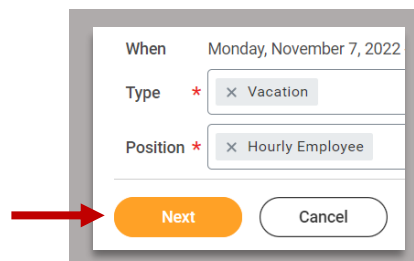
Absence: Enter, Correct or Cancel an Absence as a Supervisor

8. On the popup window, select **Type > Time Off Request**. Then select the type of time off you are requesting.



9. You will notice **Position** will be automatically updated.
For employees with multiple job only, select the position for which the time off is for.

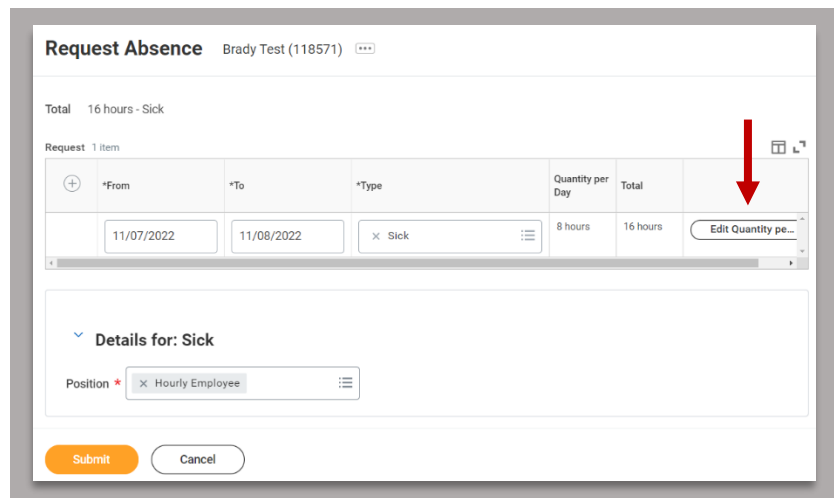
Click **Next**.



10. Is the employee taking less than 8 hours of Time Off?

If yes, click **Edit Quantity per Day** (right side of screen) and update **Quantity per Day**. Add comments, if desired. Select **Done**.

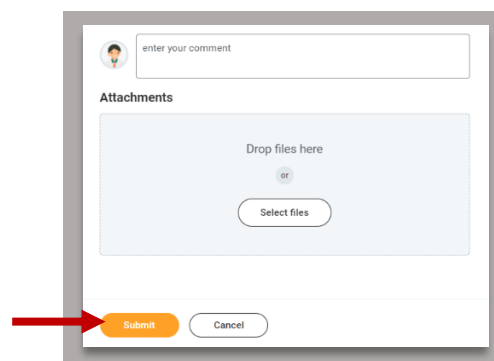
If no, skip to the next step.



11. Add comments or supporting documentation, if necessary.

12. Click **Submit**.

Your entry is immediately reflected on the employee's Absence Calendar.



Absence: Enter, Correct or Cancel an Absence as a Supervisor



Understanding Workday Terminology: Corrections vs Cancellations

Corrections: applicable when a request has been submitted **and approved**. If you wish to make changes and/or cancel a request that has been approved, you will need to use the Correct an Absence steps below.

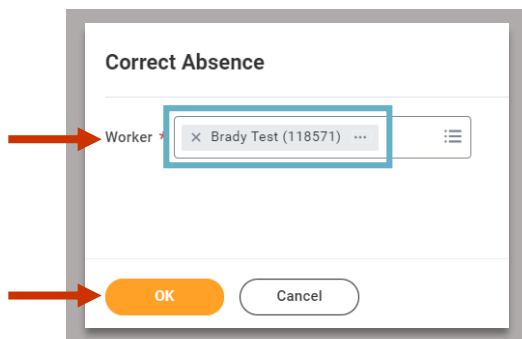
Cancellations: applicable when a request has been submitted **but is pending approval**. If you wish to make changes to a request that has not been approved, you will need to cancel it first, then submit a new request. Refer to Cancel an Absence Request on page 6.

Correct an Absence for an Employee

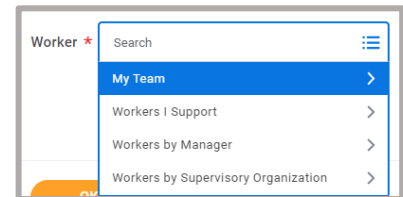
* Refer to page 1 for steps 1-4.

- Next to **Worker**, type the employee's name and hit **"Enter"** on your keyboard.

Select **OK**.



Rather than typing an employee's name, you can also use the below features.



My Team: employees that report to you

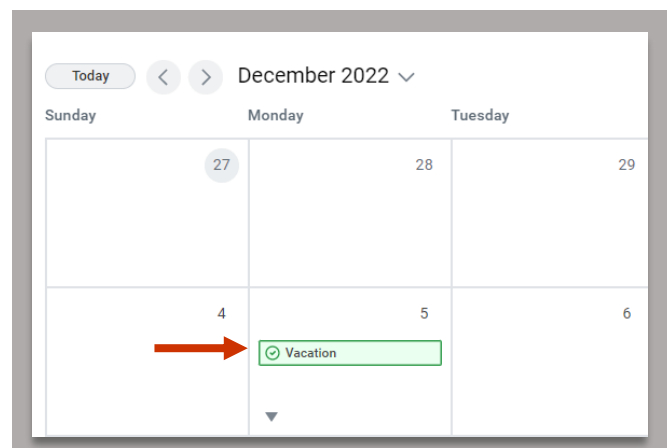
Workers I Support: employees that report to someone else but for whom you have time & absence access

Workers by Manager or Supervisory Organization: Pitzer does not currently use this functionality.

- Navigate to the month and day you are editing.

Note: If the request is in **gray** (not approved), you will need to cancel the request and submit a new request. Refer to page 6 for cancelling instructions.

If the request is in green, click on the request.



Absence: Enter, Correct or Cancel an Absence as a Supervisor

Ensure **Select** is checked off.

7. Select **Type** if you are updating the type of time off request and/or;
8. Edit the **Quantity per Day** amount.
9. If applicable, enter a **Comment**.

Correct Absence Brady Test (118571) ⋮

Total
8 Hours

Monday, December 5, 2022

Select All 1 selected

Correct 1 item

Date	Type	Daily Quantity	Select
Monday, December 5, 2022	Vacation	8 Hours	<input checked="" type="checkbox"/>

Type

Position Hourly Employee

Quantity per Day

Unit of Time Hours

Comment

10. If necessary, expand the **Details** section to see original time off request details.

Details

When Monday, December 5, 2022

Type Vacation

Position Hourly Employee

Requested 8 Hours

Initiated On 10/14/2022 11:50 AM

Absence Event Absence Request: Brady Test (118571)

Comment (empty)

11. If applicable, enter a comment and/or include a document to explain the reason for your change.
12. Click **Submit**.

enter your comment

Attachments

Drop files here

or

Select files

Submit Cancel

Your correction will immediately apply. The employee will receive an email notification letting them know a correction was made. We highly recommend including a comment in your update to inform the employee of the reason for the correction.

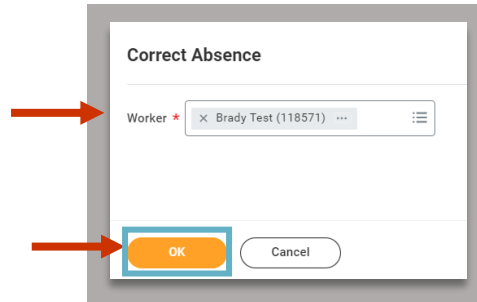
Absence: Enter, Correct or Cancel an Absence as a Supervisor

Cancel an Absence Request for an Employee

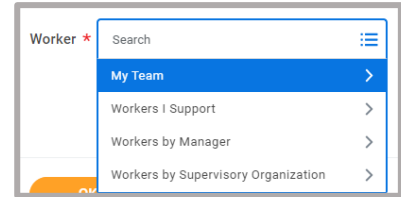
* Refer to page 1 for steps 1-4.

- Next to **Worker**, type the employee's name and hit "Enter" on your keyboard.

Select **OK**.



Rather than typing an employee's name, you can also use the below features.



My Team: employees that report to you

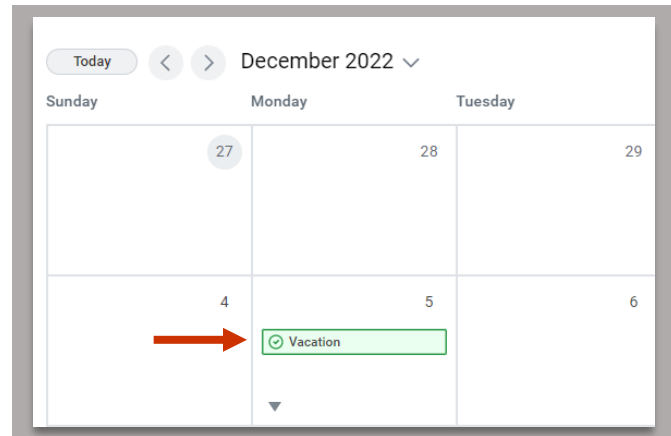
Workers I Support: employees that report to someone else but for whom you have time & absence access

- Navigate to the month and day you are editing.

* If the request is in **gray** (not approved), click on the request and continue to step 7.

* If the request is in **green** (approved), click on the request and continue to step 10 on the next page.

Click on the request.

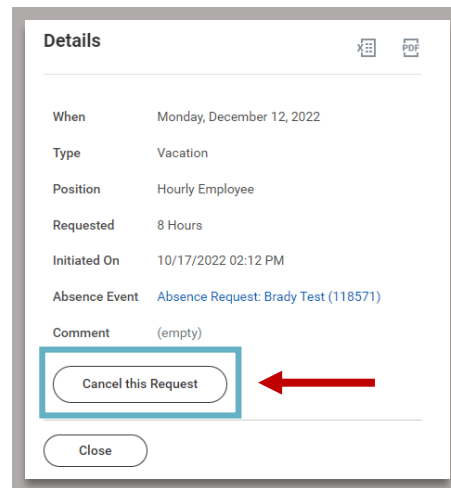


- Select **Cancel this Request**.

- Enter a reason for cancelling your request in the **Comment** section.

- Click **Submit**.

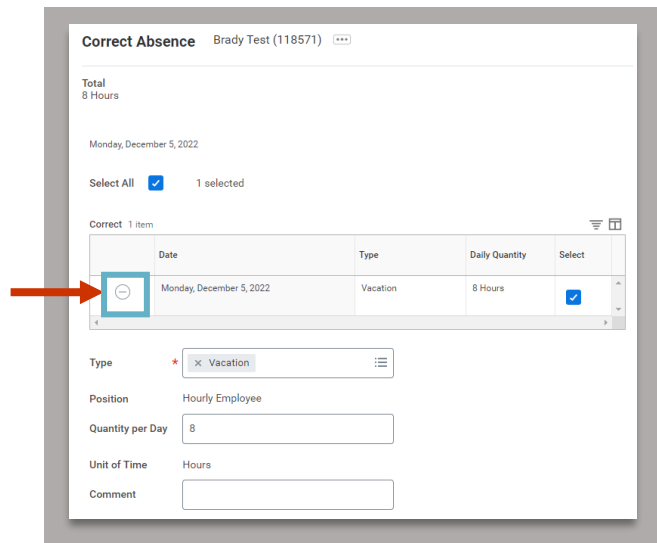
Submit



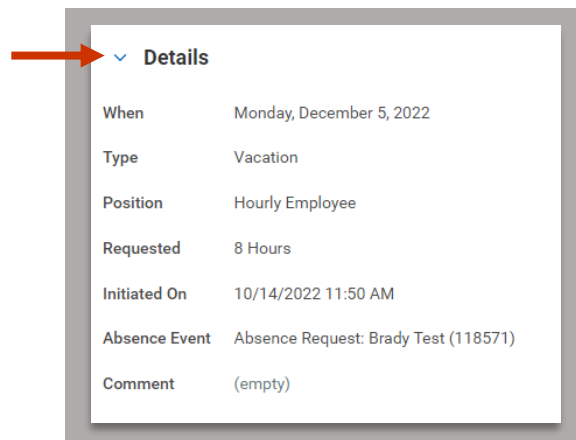
Absence: Enter, Correct or Cancel an Absence as a Supervisor

10. Click on the (-) icon under "Correct" and on the left of the requested day/date.

This action means the employee is no longer interested in taking this time off.



11. If necessary, expand the **Details** section to see original time off request details.



12. If applicable, enter a comment and/or include a document to explain the reason for your cancellation.

13. Click **Submit**.

The cancellation is immediately applied and removed from the employee's absence calendar. The employee will receive an email notification regarding this change.

