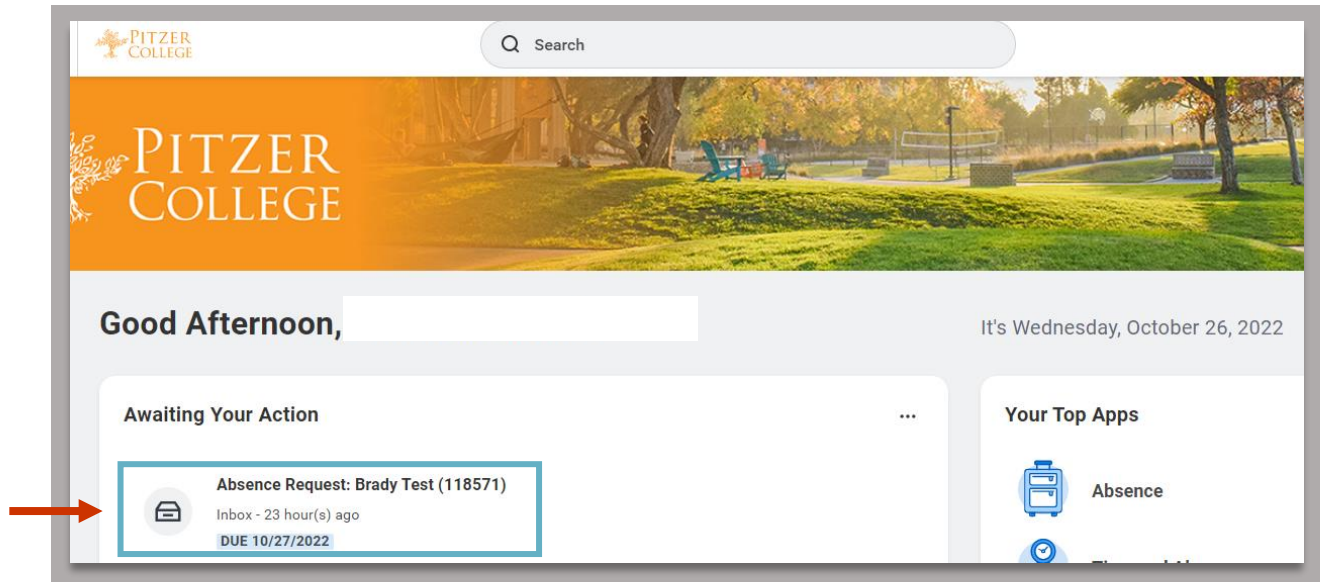
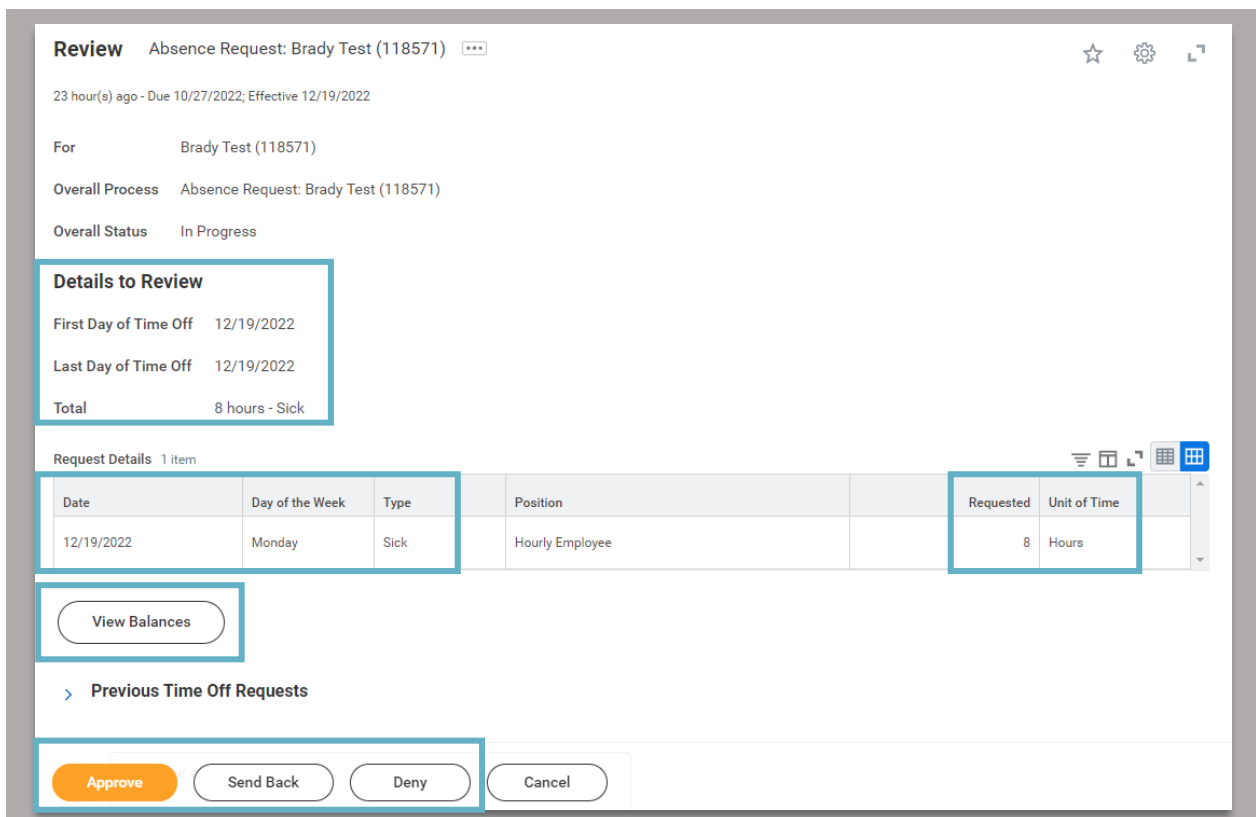


# Absence: Manage Absence Requests as a Supervisor

1. Log on to [Workday](#).
2. Navigate to **Awaiting You Action** section. You will see time off requests waiting for your review here. Click on the **Absence Request**.



3. Details of the time off request will display (i.e. dates, type and hours). You can also review accrual balances. You will have the option to **Approve**, **Send Back** or **Deny** a time off request.



# Absence: Manage Absence Requests as a Supervisor

- To view an employee's current balance, select **View Balances**.

*Note: balance is as of the current date.*

**Request Details** 1 item

Date	Day of the Week	Type	Position	Requested	Unit of Time
12/19/2022	Monday	Sick	Hourly Employee	8	Hours

**View Balances**

**Time Off Balance as of Current Date**

Balances Tracked in Hours 3 items

Absence Plan	Unit of Time	Beginning Year Balance	Accrued Year To Date	Absence Paid Year To Date	Beginning Period Balance	Accrued in Period	Absence Paid in Period	Carryover Forfeited in Period	Ending Period Balance	Ending Period Balance Including Pending Events	As of Period	
COVID Sick	Hours	0	80	0	80	0	0	0	80	80	10/01/2022 - 10/31/2022 (Monthly (Absence))	
Sick	Hours	100	16	0	108	8	0	0	116	116	10/01/2022 - 10/31/2022 (Monthly (Absence))	
Vacation	Hours	150	14.3	0	161.22	3.08	0	0	164.3	164.3	10/22/2022 - 11/04/2022 (PIT Bi-weekly)	
									Total:	360.3	360.3	

## Approve an Absence Request

- To approve a request, click Approve. A “**Success! Event approved**” message will display.

**Approve**

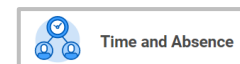
**Success! Event approved**  
[View Details](#)



### Time Off & Leave Calendar

Workday gives you the ability to see absence requests for your entire team. We recommend reviewing this calendar to remind you of time off requests that have already been approved and those that are pending approval.

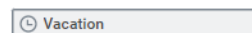
- From your home page, under **Apps**, click the **Time and Absence**.
- On the right side, under **Tasks**, select **Time Off & Leave Calendar**.
- Navigate through the calendar as needed.



Absence in green = approved.



Absence in gray = pending approval



## Deny an Absence Request

1. To deny a request, click **Deny**.



2. Enter a **Reason**. Then, select **Submit**.

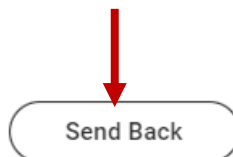
3. The employee will receive a notification showing the request was denied and the reason for the denial.

## Send Back an Absence Request

1. To have an employee make changes to a request, select **Send Back**.

Notice the employee will be auto populated in To.

2. Enter a **Reason**, then select **Submit**.



# Absence: Manage Absence Requests as a Supervisor

- The employee will receive the time off request back in their Workday Inbox to edit or cancel.

**Inbox**

Actions Archive

Viewing: All Sort By: Newest

Absence Request: Brady Test (118571)  
Sent Back by Cristal Hernandez  
17 second(s) ago - Effective 12/19/2022

**Revise Absence** Brady Test (118571)

17 second(s) ago - Effective 12/19/2022

**Time Off Requests**

To add a new Absence entry, click the add row button.

Absence Requests 1 item

*Date	Day of the Week	*Type	Position	*Requested Time	Unit of Time
12/19/2022	Monday	× Sick	× Hourly Employee	8	Hours

View Balances

> Previous Time Off Requests

Submit Save for Later Cancel

To Cancel Request

To Edit Request

- After the employee makes appropriate changes and if they re-submit, the request will route back to your Workday Inbox to **Approve**. Begin the review process again.



## Entering, Correcting or Canceling an Absence for an Employee

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 Request an Absence”](#) job aid/video.

If you must complete this on behalf of the employee, refer to the [“How to Enter, Correct or Cancel an Absence for an Employee”](#) job aid/video.