

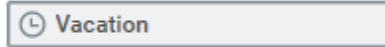
Absence: Correct an Absence Request



A request in green means your request has been approved.



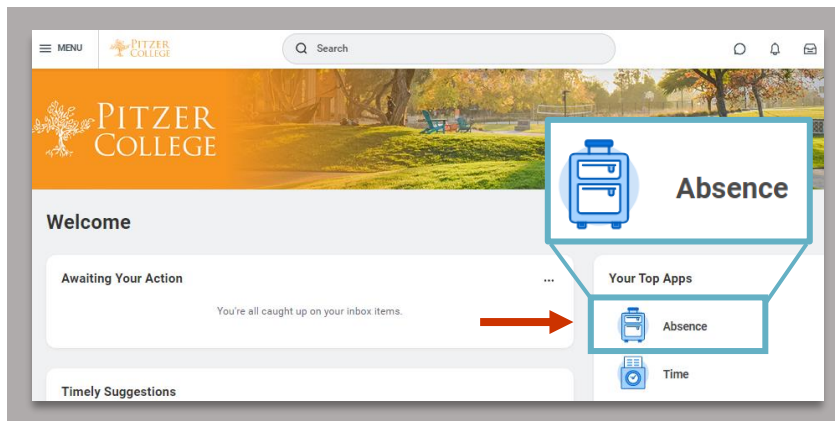
A request in gray means your request is pending supervisor approval.



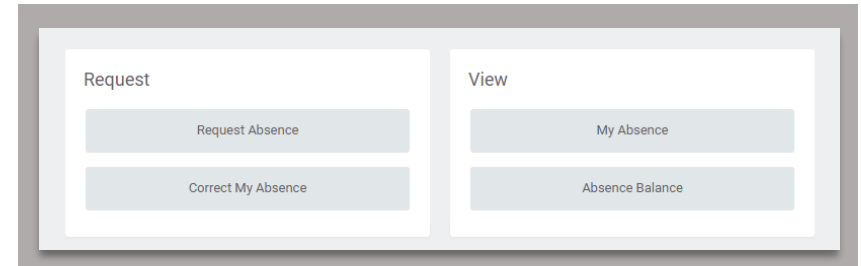
Note: if your request is in gray, use “[How to Cancel an Absence Request that is Pending Approval](#)” to first cancel your request, then submit a new request using “[How to Request an Absence](#)”.

[Click Here](#) for to see all “How To” Workday Time Tracking videos & job aids.

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

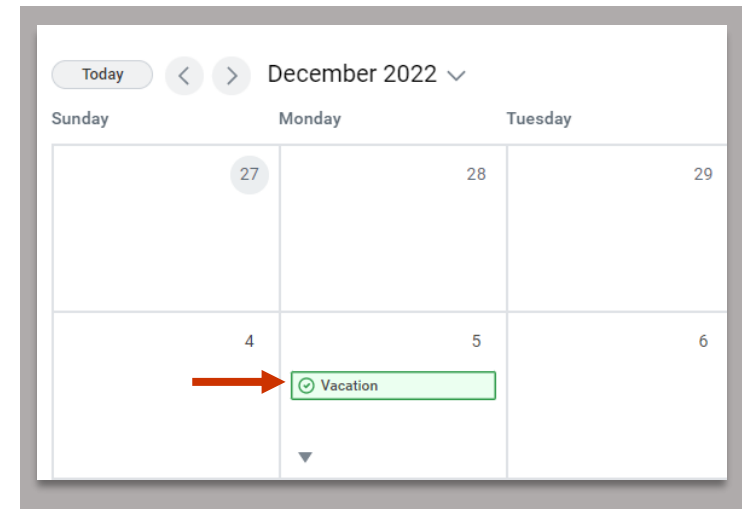


3. Under Request, select **Correct Absence**.



4. Navigate to the month and day you are editing.

Click on the approved time off request.



Absence: Correct an Absence Request

5. Ensure the checkmark under **Select** is checked.
6. Select **Type** if you are updating the type of time off request and/or;
7. Edit the **Quantity per Day** amount.
8. 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

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)

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

enter your comment

Attachments

Drop files here

or

Select files

Submit Cancel

Your edit request will route to your supervisor for approval and you will receive an email confirmation once approved.