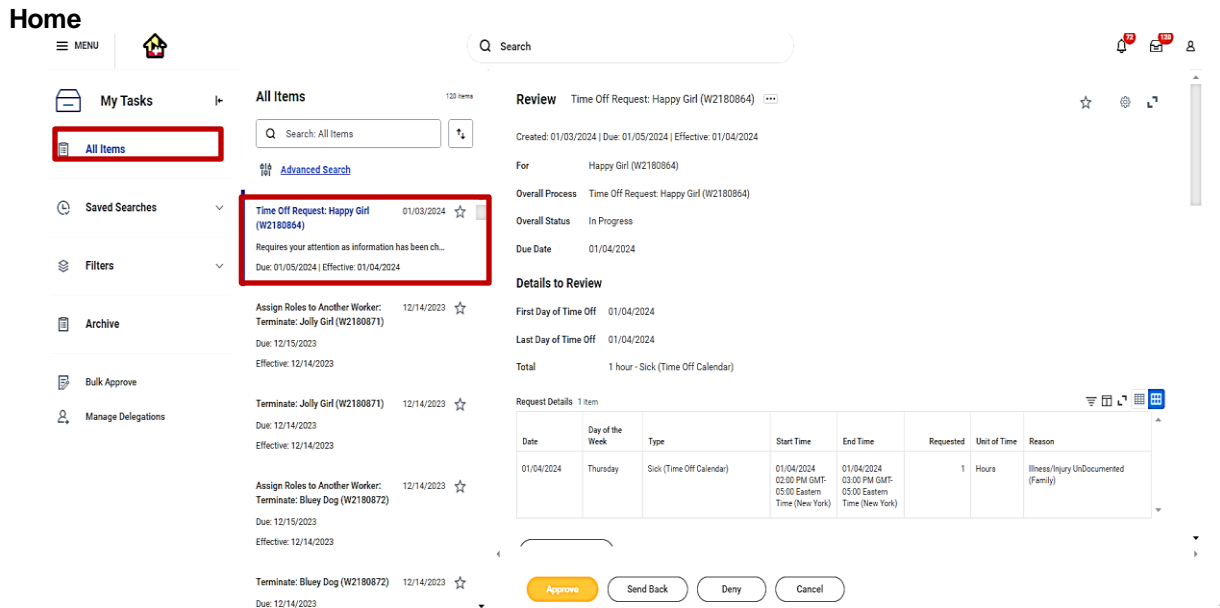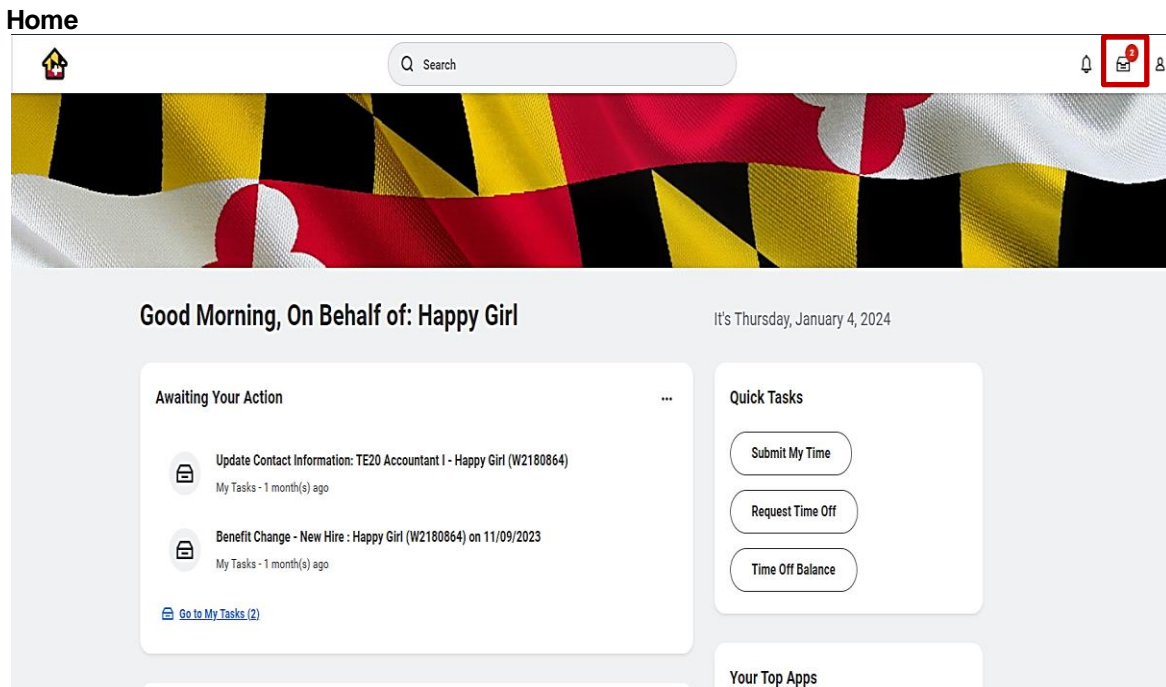# Approve Employee Time Off Requests

Use this procedure to approve time off (leave) requested in the future. Time off requests will be routed to you through your Workday My Tasks box. Please monitor your My Tasks box.

Procedure:

1. In the Workday header, click the **My Tasks box** icon.

Home

2. Click the **Go to My Tasks** hyperlink.

3. On the **All Items tab**, click the "Time Off Request" task that needs to be approved in your My Tasks box.

Information: The following is an example of a Time Off Request task you may receive in your My Tasks box: "Time Off Request: Happy Girl (W2180864)

Note: If you send back a request that is then resubmitted for your approval, the following text displays on the Time Off Request task in your My Tasks box: "Requires your attention as information has changed".

Review Time Off Request - Details to Review

Review Time Off Request: Happy Girl (W2180864) ⋯ ☆ ⚙ ⤢

Created: 01/04/2024 | Due: 01/06/2024 | Effective: 01/09/2024

For	Happy Girl (W2180864)
Overall Process	Time Off Request: Happy Girl (W2180864)
Overall Status	In Progress
Due Date	01/06/2024

Details to Review

First Day of Time Off	01/09/2024
Last Day of Time Off	01/09/2024
Total	1 hour - Sick (Time Off Calendar)

Request Details 1 item

Date	Day of the Week	Type	Start Time	End Time	Requested	Unit of Time
01/09/2024	Tuesday	Sick (Time Off Calendar)	01/09/2024 02:00 PM GMT-05:00 Eastern Time (New York)	01/09/2024 03:00 PM GMT-05:00 Eastern Time (New York)	1	Hours

[View Balances]

[**Approve**] [Send Back] [Deny] [Cancel]

4. On the **Review Time Off Request** approval page, review the time off submitted in the **Details to Review** section.

Note: Other supporting information is also listed on this page for your reference. Descriptions of the information in each section are listed in the table below.

Elements of Review Time Off Request Approval Page

#	Section/ Information	Description
1	**Time Off Request Details**	Displays the details of the Time Off request such as date range, days of the week, time off code, and number of hours requested.
2	**Time Off Balance as of Current Date**	Leave balances as of the current date.
3	**Previous Time Off Requests**	Previously entered time off requests for the employee.
4	**Previous Time Off Adjustments**	Any adjustments to leave, if applicable.
5	**Process History**	Includes history of the timesheet submittal such as when it was submitted and the status of the approval.

5. After reviewing the time off request, select one of the following actions:

Approval Action	Description
Approve	Click the **Approve** button to approve the timesheet.
Send Back	Click the **Send Back** button to send the timesheet back to the employee.
Deny	Click the **Deny** button to deny the request. A notification will not be sent back to the employee.
Cancel	Click the **Cancel** button to cancel the process. You can come back to it in your My Tasks box later.
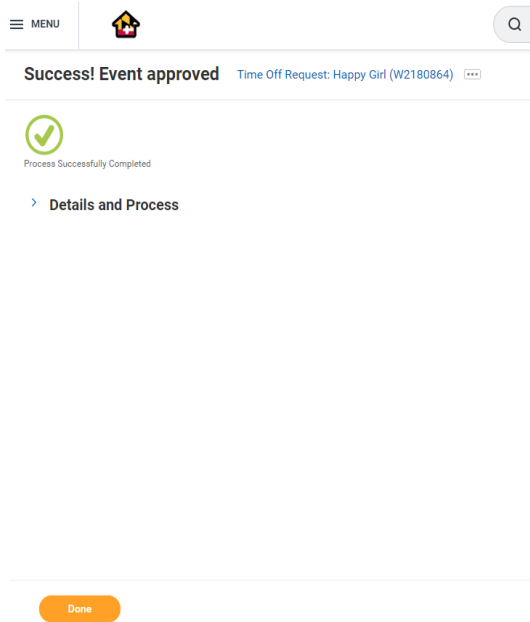
6. Click the **Done** button.

7. The System Task is complete.