Correct Time Off

Use this procedure to correct time off that **has already been approved – including time off entered on the timesheet or the Time Off Calendar**. You can delete a day or cancel the request entirely. All corrections must be submitted for approval.

This procedure should **not be used** to correct time off for the following:

Type of Leave Request	Action To Take
Time off entered on the Time Off Calendar that was *sent back* for corrections by a supervisor or other approver.	Check your inbox. Look for actions with the language, "Sent back by...".
Time off entered on the Time Off Calendar that was *denied* by a supervisor or other approver in Workday.	Start a new Time Off Request.
Time off that *has been entered / submitted but not approved* (i.e., has a status of "Submitted") in Workday.	**If entered through the Time Off Calendar**, cancel the entire request and then start a new Time Off Request. **If entered on the timesheet**, correct the timesheet where the time off was entered.
Leave of Absence (LOA) requests (e.g., FMLA, Accident, Organ Donation, etc.) requested/applied for outside of Workday and approved by HR.	Contact your HR office to correct or cancel LOA requests.

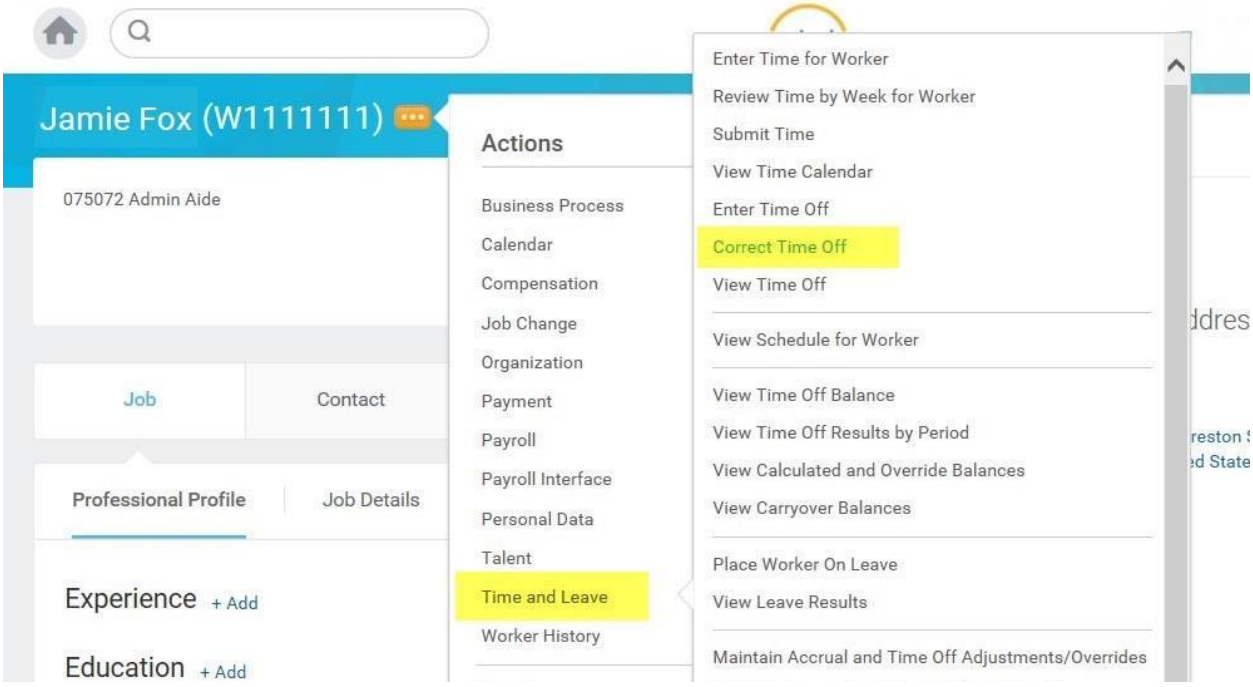
Procedure:

1. Search for the employee.

Tip: To find an employee….
- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

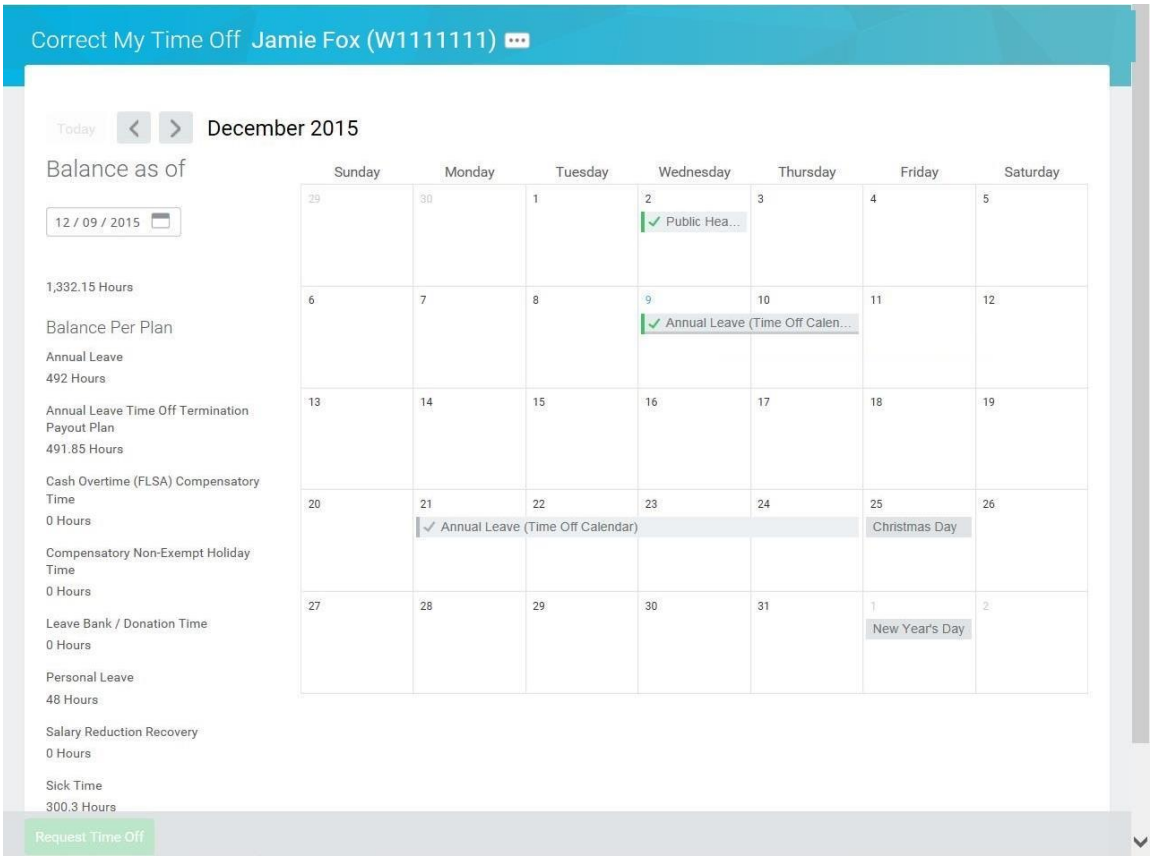
2. Click the Related Actions and Preview icon next to the employee's name.

Employee Related Actions



3. In the menu, hover over Time and Leave and then click the Correct Time Off hyperlink.

Correct Time Off Calendar



4. Click the gray time block that needs to be corrected.

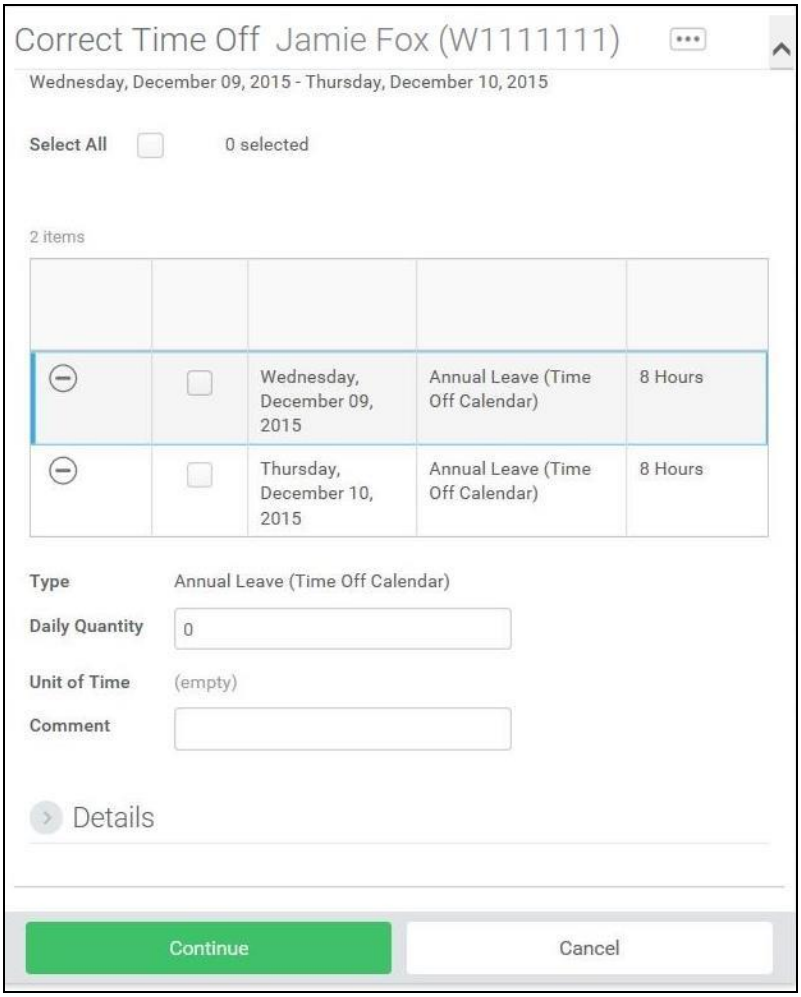
Information: The status of a Time Off request displays inside the time block as follows:

- Gray Clock = Unsubmitted
- Gray Check Mark = Submitted
- Green Check Mark = Approved
- Red Circle = Denied
- Yellow Exclamation Mark = Needs Actions

Note:
If time off has not been approved, verify where it was entered – timesheet or Time Off Calendar.
If entered on the timesheet go to the appropriate timesheet and correct the time off from the timesheet.

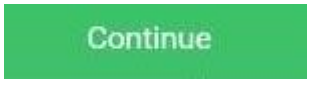
If entered on the Time Off Calendar, cancel the entire time off request and start a new one. Refer to the **Cancel a Time Off Request** job aid for procedures.

Correct Time Off – Corrections Window



5. Make corrections using the procedures below:

To...	Do This...
Cancel one or more days...	**1.** Click the checkbox on the row of the request **2.** Enter zero in the **Daily Quantity** field. ***OR*** **1.** Click the Remove Row button (minus sign) on the row you want to delete.

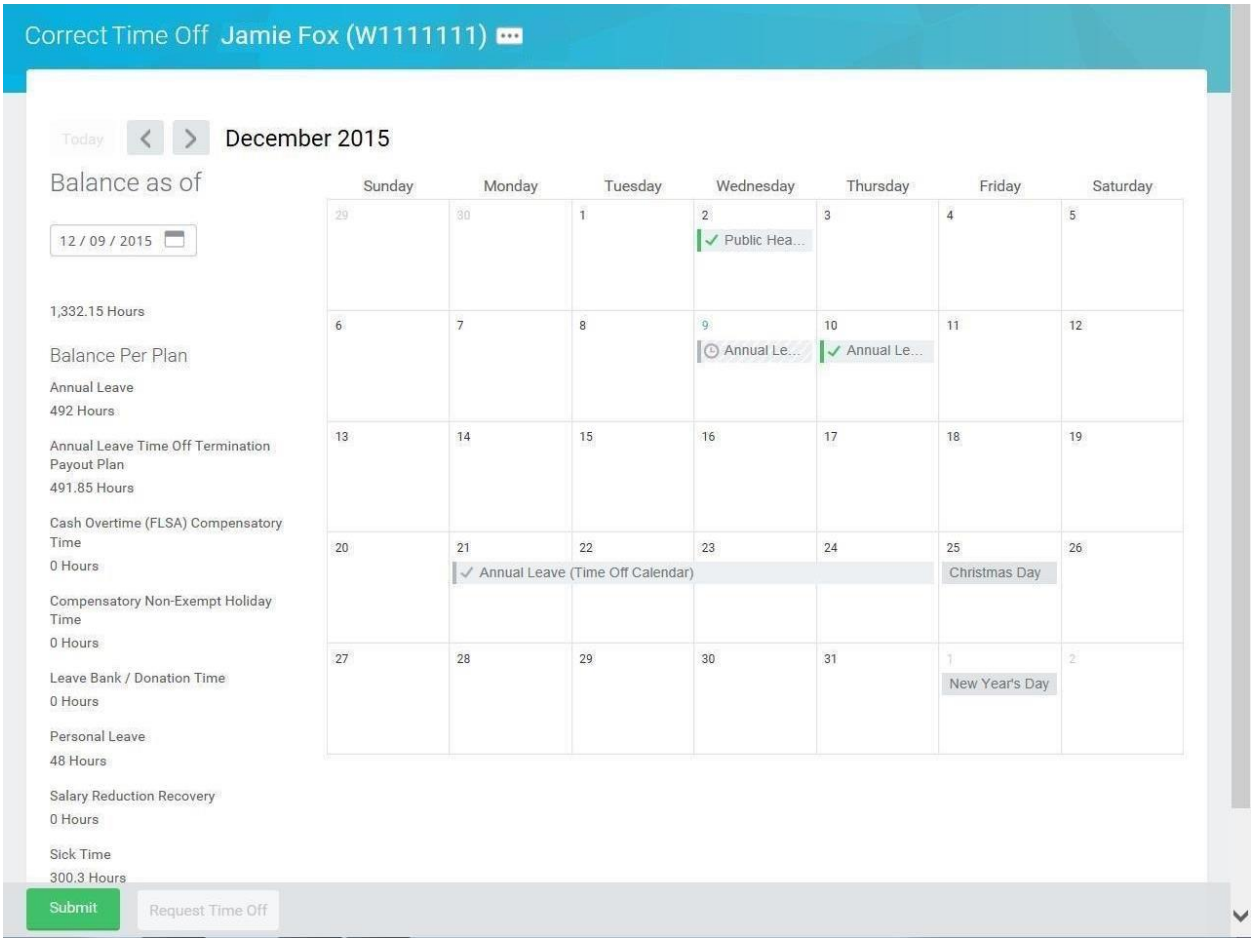
6. Click the **Continue** 

button.

Tip:

- Use the **Cancel** button to cancel the corrections made on this page. You will be returned to the **Correct Time Off** page.

Correct Time Off

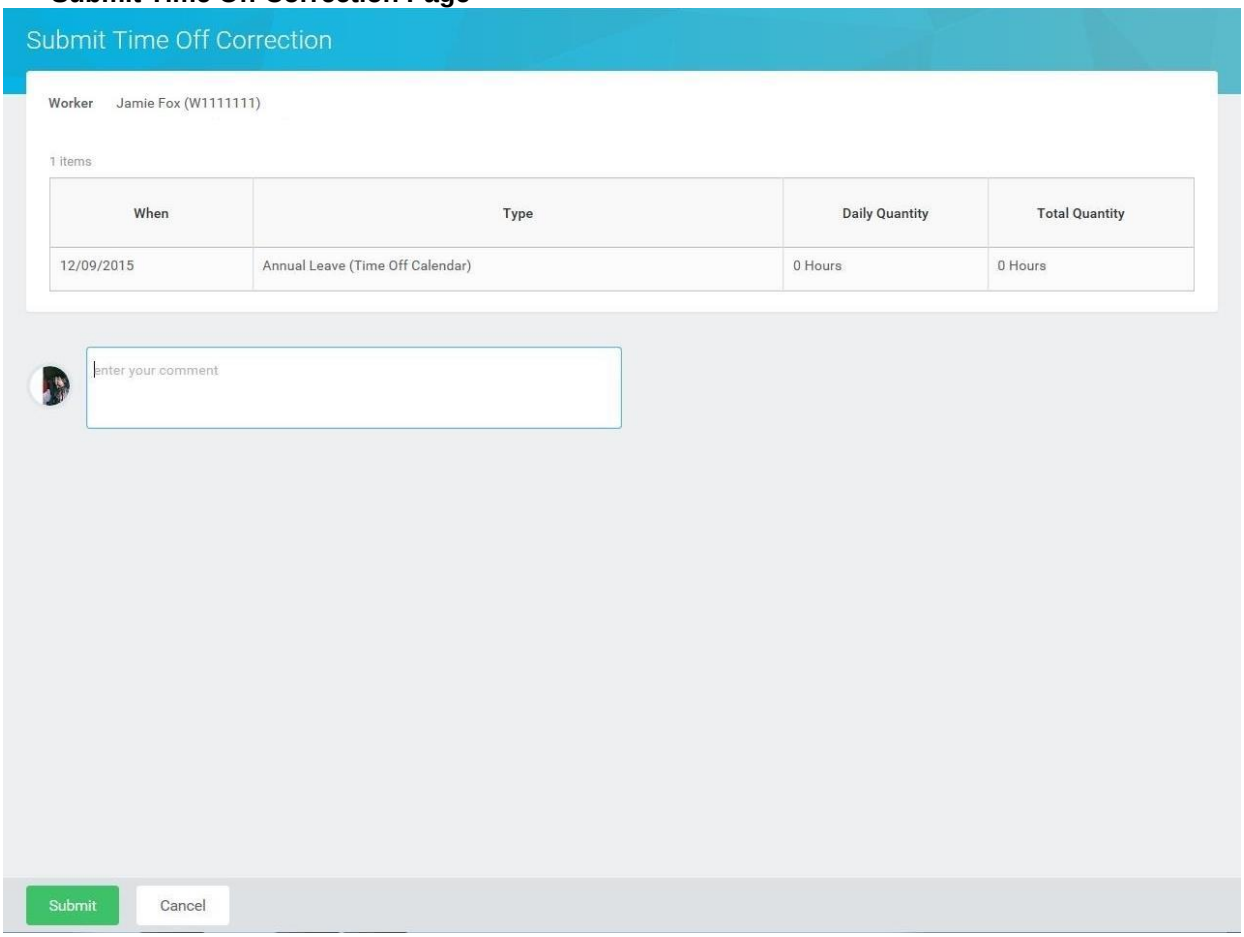


Information: The time off request status is “Unsubmitted” on the calendar after you make a change.

7. On the **Correct Time Off** page, click the **Submit**

button.

Submit Time Off Correction Page



8. Review your corrections.

9. Click the **Submit** button.

Information:
Monitor the status of your request by clicking the **My Time Off** button in the **Time Off** worklet. Refer to the **View Time Off (Leave) Requests and Balances** job aid for details.

10. The System Task is complete.