Approve Employee Time Off Corrections

Use this procedure to approve time off corrections. Sometimes employees will have to correct time off (leave) requests that have already been approved. All corrections must be submitted for approval. Time off corrections requests are routed through your Workday Inbox. Please monitor your Inbox.

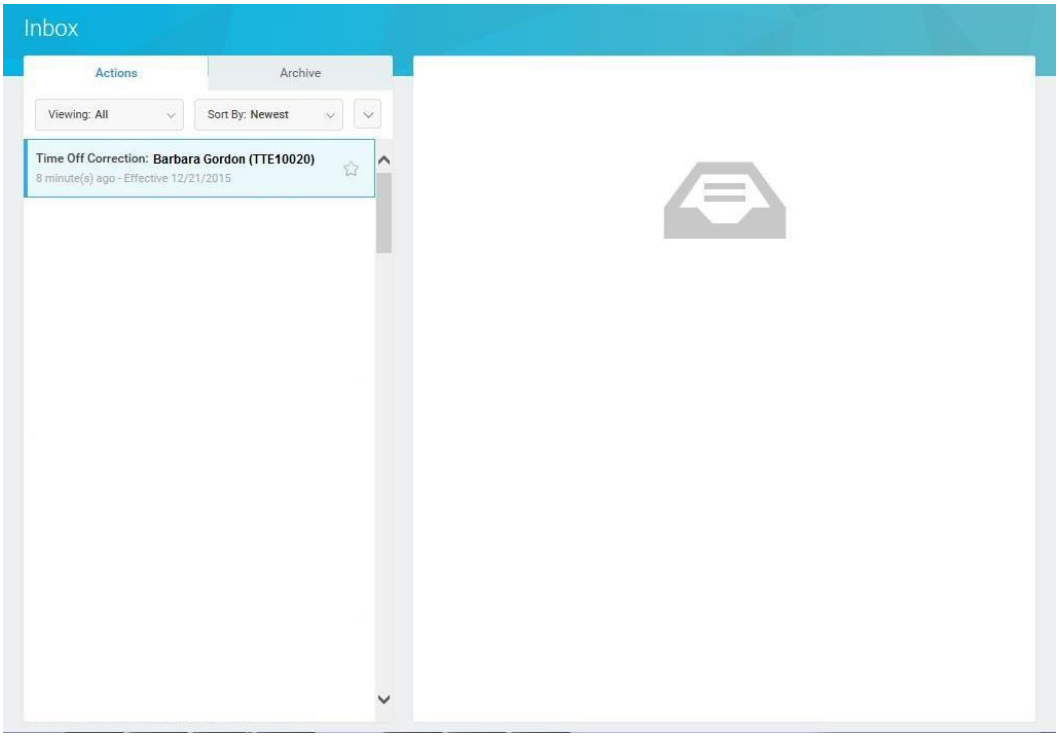
Procedure:

1. On the **Workday** header, click the **My Account** icon.

Home

2. Click the **Inbox** hyperlink.

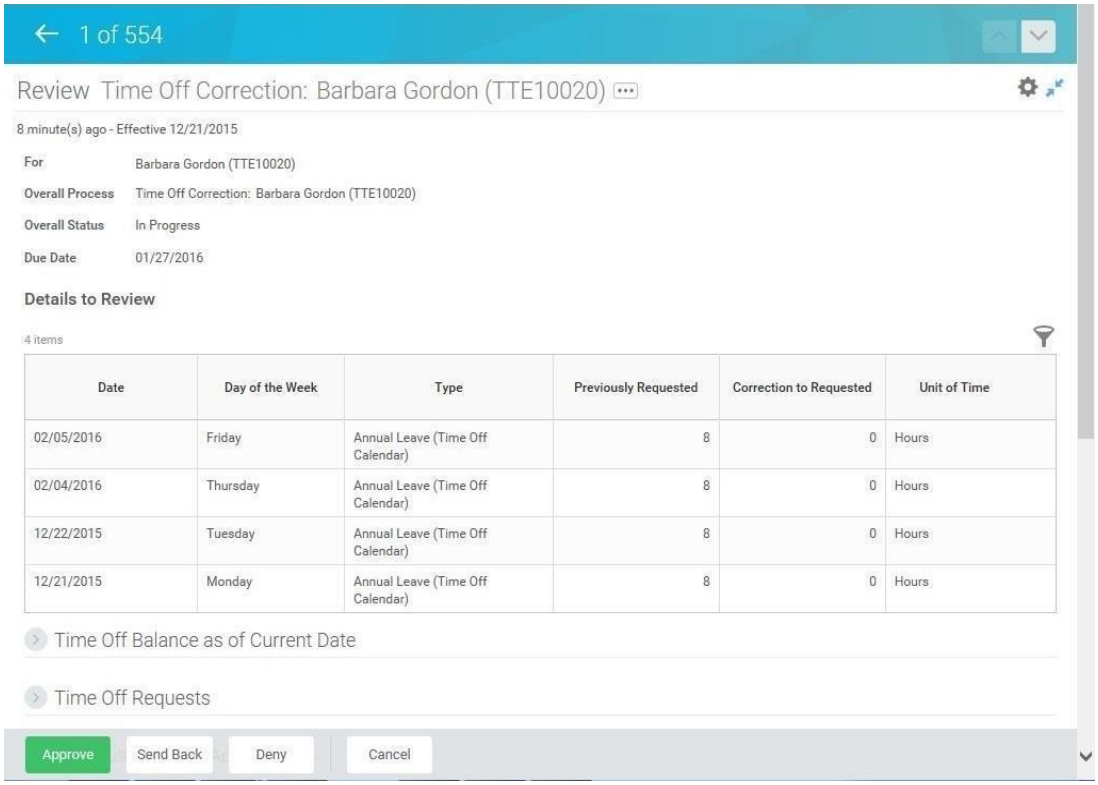
Home



3. On the **Actions** tab, click the "Time Off Correction" task that needs to be approved in your Inbox.

Information: The following is an example of a Time Off Correction task you may receive in your inbox: “Time Off Correction: Barbara Gordon (W1000000)”.

Review Time Off Correction - Details to Review



4. On the **Review Time Off Correction** approval page, review the time off corrections 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.

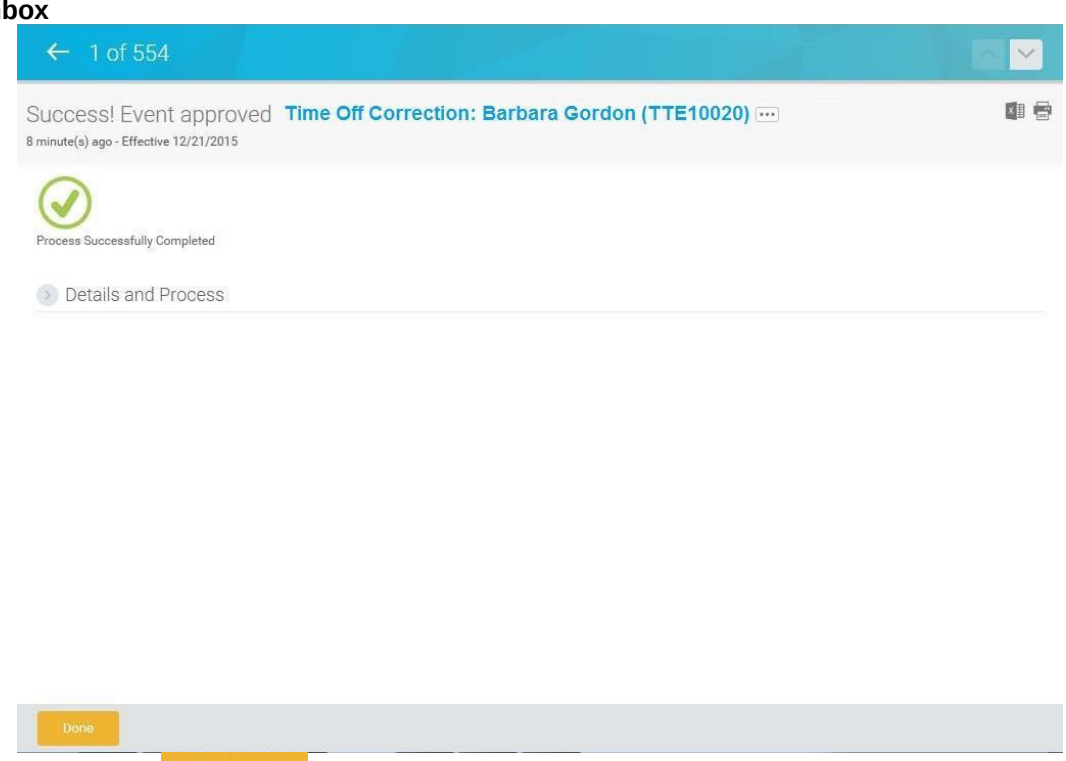
Elements of Review Time Off Correction Approval Page

#	Section/ Information	Description
1	**Time Off Correction Details**	Displays the details of the Time Off request such as date range, days of the week, time off code, number of hours previously requested and correction to hours requested.
2	**Time Off Balance as of Current Date**	Leave balances as of 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 correction 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 inbox later.

Inbox



6. Click the **Done** Done button. (The screen displays differently depending on the approval action taken.)

7. The System Task is complete.