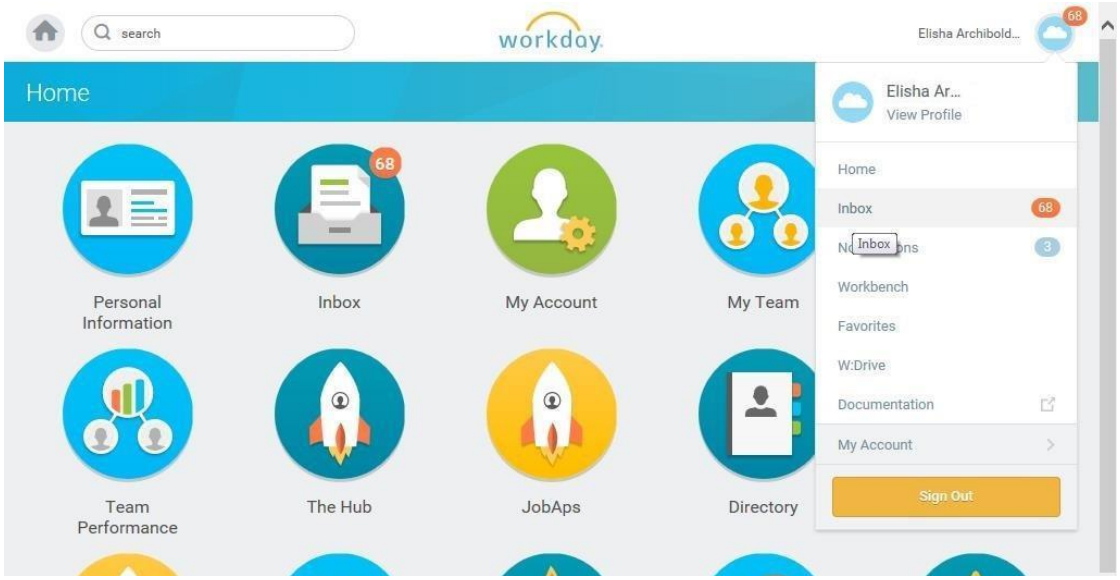
# Approve Employee Time Off Requests

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

## Procedure:

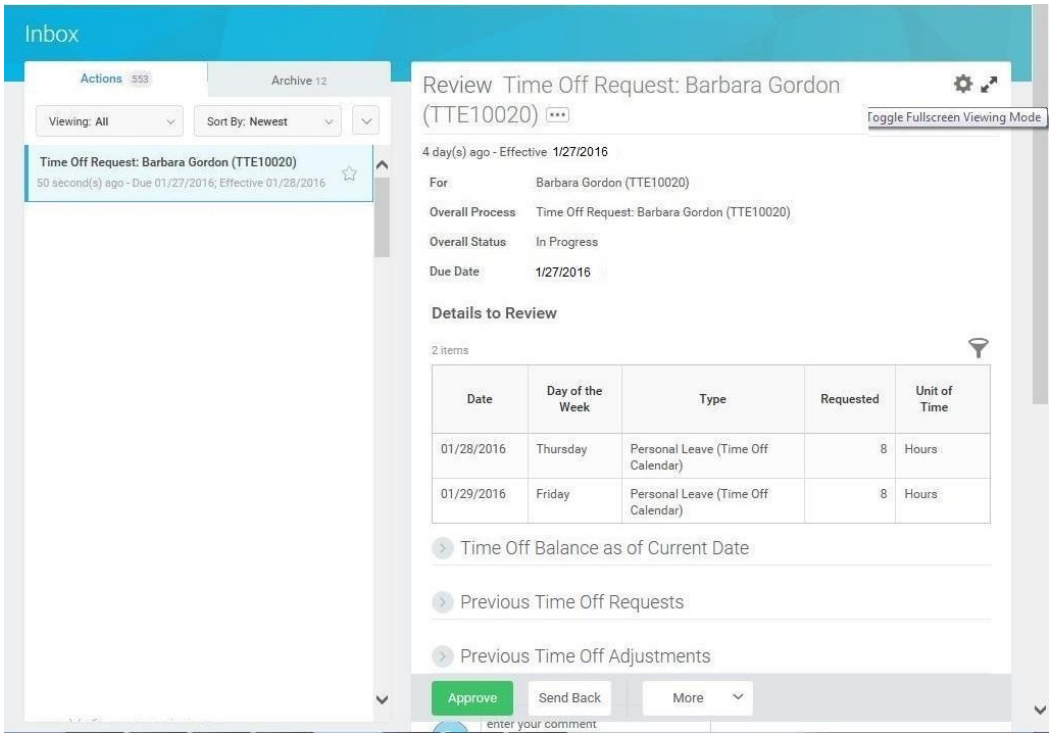
1. In the Workday header, click the **My Account** icon.

**Home**




2. Click the **Inbox** hyperlink.

**Home**

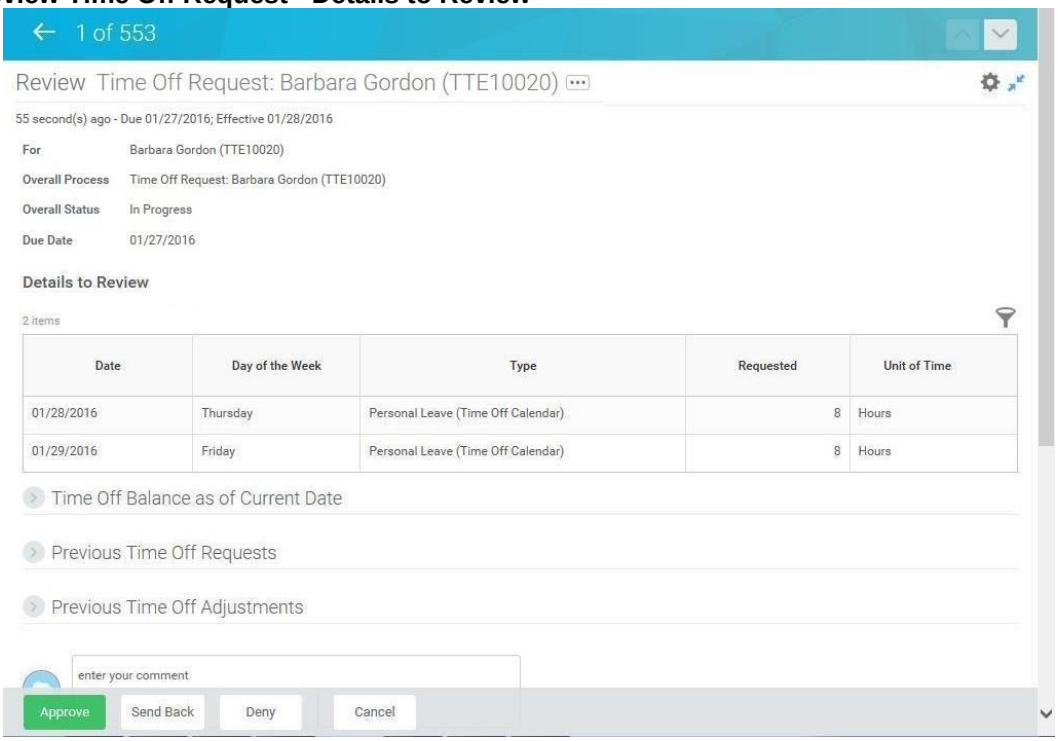



3. On the **Actions** tab, click the "Time Off Request" task that needs to be approved in your Inbox.

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

**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 Inbox: “Requires your attention as information has changed”.

**Review Time Off Request - Details to Review**




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.

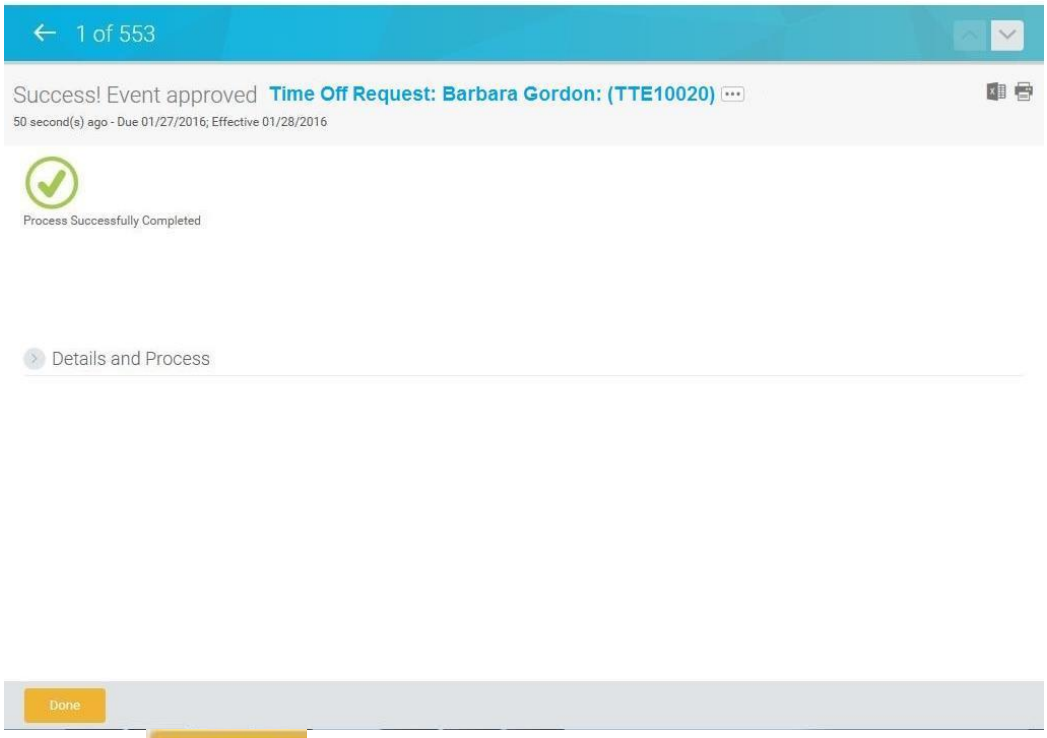
**Elements of Review Time Off Request Approval Page**

| # | 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 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 inbox later. |

**Inbox**




6. Click the **Done** button.



7. The System Task is complete.