

Correct Time Off Requests

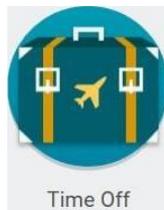
Use this procedure to correct time off that has already been approved – including time off entered on the timesheet or the Time Off Calendar. You can delete a day or cancel the request entirely. All corrections must be submitted for approval.

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

Type of Leave Request	Action To Take
Time Off requests <i>sent back</i> for corrections by your supervisor.	Check your inbox. Look for actions with the language, “Sent back by...”. Refer to the Access Items Sent Back for Corrections job aid for detailed procedures.
Time Off Requests <i>denied</i> by your supervisor or other approver in Workday.	Start a new request. Refer to the Request Time Off job aid for detailed procedures.
Time Off Requests that <i>have been entered / submitted but not approved</i> (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 request. If entered on the timesheet , correct the timesheet where the time off was entered.
Time Off Requests that have been submitted and approved.	If approved, make the corrections by using the Correct Time Off process.
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.

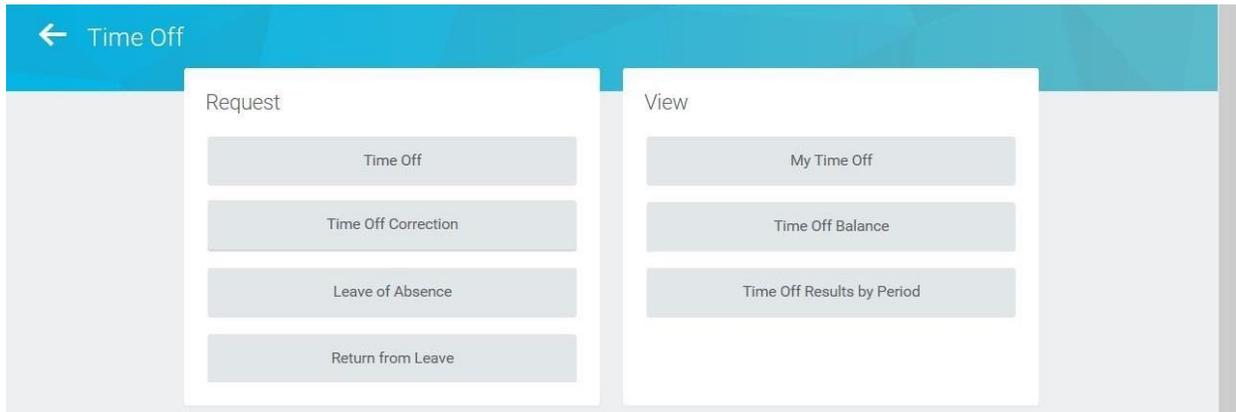
Note: You must modify all **unapproved** time off where it was entered – the timesheet or the Time Off Calendar. All **approved** time should be corrected on the Time Off Calendar regardless of where it was entered.

Procedure:



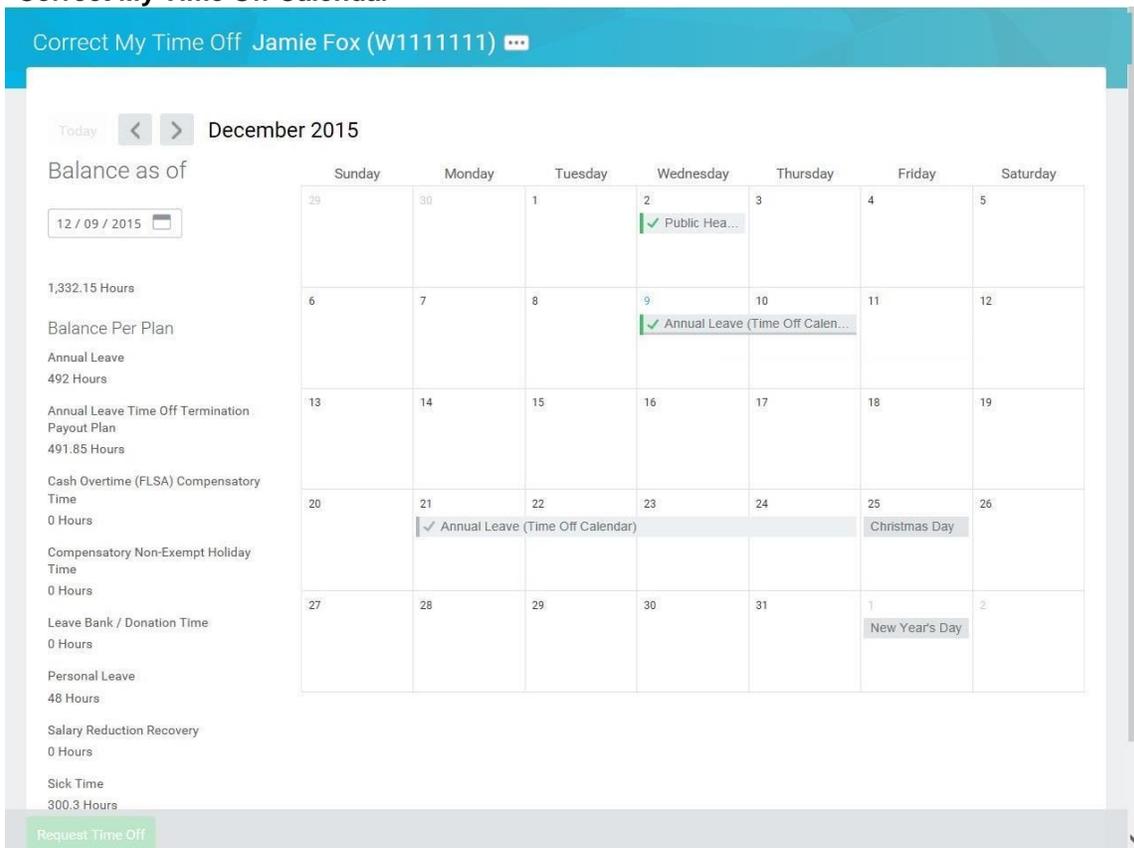
1. From the Home page, click the **Time Off** worklet.

Time Off Worklet



2. In the Request section, click the **Time Off Correction** button.

Correct My Time Off Calendar



Correct My Time Off Jamie Fox (W1111111) ...

Today < > December 2015

Balance as of
 12 / 09 / 2015

1,332.15 Hours

Balance Per Plan

- Annual Leave 492 Hours
- Annual Leave Time Off Termination Payout Plan 491.85 Hours
- Cash Overtime (FLSA) Compensatory Time 0 Hours
- Compensatory Non-Exempt Holiday Time 0 Hours
- Leave Bank / Donation Time 0 Hours
- Personal Leave 48 Hours
- Salary Reduction Recovery 0 Hours
- Sick Time 300.3 Hours

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2 ✓ Public Hea...	3	4	5
6	7	8	9 ✓ Annual Leave (Time Off Calen...	10	11	12
13	14	15	16	17	18	19
20	21 ✓ Annual Leave (Time Off Calendar)	22	23	24	25 Christmas Day	26
27	28	29	30	31	1 New Year's Day	2

Request Time Off

3. 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:

To correct a request that **has not** been approved (e.g., status is “submitted”), cancel the entire time off request and start a new one. Refer to the **Cancel a Time Off Request** job aid for details.

Correct My Time Off – Corrections Window

Correct Time Off Jamie Fox (W1111111) ⋮

Wednesday, December 09, 2015 - Thursday, December 10, 2015

Select All 0 selected

2 items

⊖	<input type="checkbox"/>	Wednesday, December 09, 2015	Annual Leave (Time Off Calendar)	8 Hours
⊖	<input type="checkbox"/>	Thursday, December 10, 2015	Annual Leave (Time Off Calendar)	8 Hours

Type: Annual Leave (Time Off Calendar)

Daily Quantity:

Unit of Time: (empty)

Comment:

> Details

Continue
Cancel

4. Make corrections using the procedures below:

To...	Do This...
<i>Cancel one or more days...</i>	<ol style="list-style-type: none"> 1. Click the checkbox on the row of the request 2. Enter zero in the Daily Quantity field. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. Click the Remove Row button (minus sign) on the row of the request.

5. Click the **Continue**  button.



Tip:

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

Correct My Time Off

Correct My Time Off Jamie Fox (W1111111) ...

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Balance as of
 12 / 09 / 2015

1,332.15 Hours

Balance Per Plan

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- Annual Leave Time Off Termination Payout Plan: 491.85 Hours
- Cash Overtime (FLSA) Compensatory Time: 0 Hours
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- Salary Reduction Recovery: 0 Hours
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27	28	29	30	31	1 New Year's Day	2

Submit Request Time Off

6. On the **Correct My time Off** page, click the **Submit** button.



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

Submit Time Off Correction Page

Submit Time Off Correction

Worker: Jamie Fox (W1111111)

1 Items:

When	Type	Daily Quantity	Total Quantity
12/09/2015	Annual Leave (Time Off Calendar)	0 Hours	0 Hours

enter your comment

Submit Cancel

7. Review your corrections.

8. 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.

9. The System Task is complete.