



Title: Correct Time Off
Role: Timekeeper
Functional Area: Time Tracking

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 <u>sent back</u> 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 <u>denied</u> by a supervisor or other approver in Workday.	Start a new Time Off Request.
Time off that <u>has been entered / submitted but not approved</u> (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.

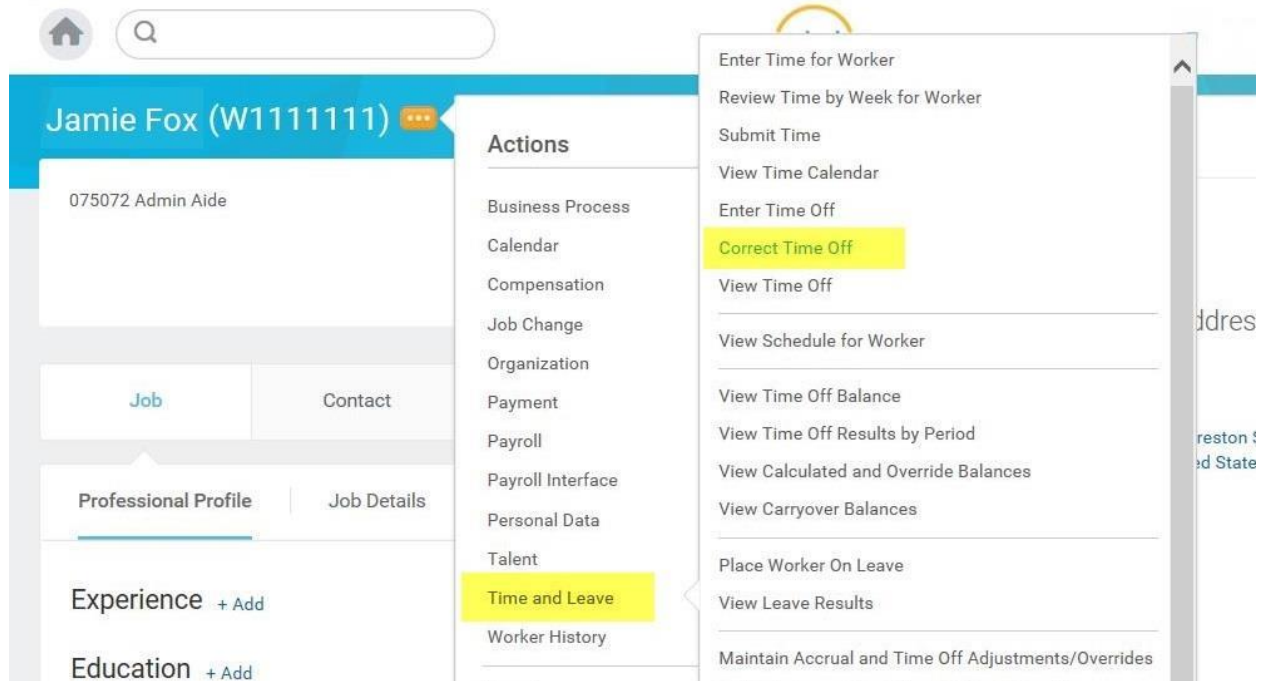


Tip: To find an employee....

- 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



The screenshot displays the 'Employee Related Actions' page for Jamie Fox (W1111111). The page includes a search bar, a home icon, and a profile card for Jamie Fox (075072 Admin Aide). The 'Actions' menu is open, showing various options such as 'Business Process', 'Calendar', 'Compensation', 'Job Change', 'Organization', 'Payment', 'Payroll', 'Payroll Interface', 'Personal Data', 'Talent', 'Time and Leave', and 'Worker History'. The 'Time and Leave' option is highlighted in yellow, and a sub-menu is open, showing options like 'Enter Time for Worker', 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'Enter Time Off', 'Correct Time Off', 'View Time Off', 'View Schedule for Worker', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'Place Worker On Leave', 'View Leave Results', and 'Maintain Accrual and Time Off Adjustments/Overrides'. The 'Correct Time Off' option is highlighted in yellow.

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

Correct 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

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

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

5. Make corrections using the procedures below:

To...	Do This...
Cancel one or more days...	<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; font-weight: bold; margin: 10px 0;">OR</p> <ol style="list-style-type: none"> 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

Correct Time Off Jamie Fox (W1111111) 

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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
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Compensatory Non-Exempt Holiday Time
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Leave Bank / Donation Time
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Personal Leave
 48 Hours

Salary Reduction Recovery
 0 Hours

Sick Time
 300.3 Hours

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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



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

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

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.