

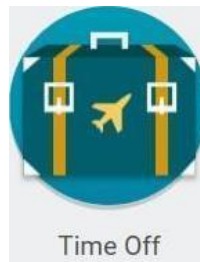
Correct Time Off

Use this procedure to correct any time off (leave) that has already been approved whether entered on the timesheet or the Time Off Calendar. Delete time or cancel the request entirely. All corrections must be submitted for approval.

This procedure should **not be used** to correct time off or leave requests in the following statuses:

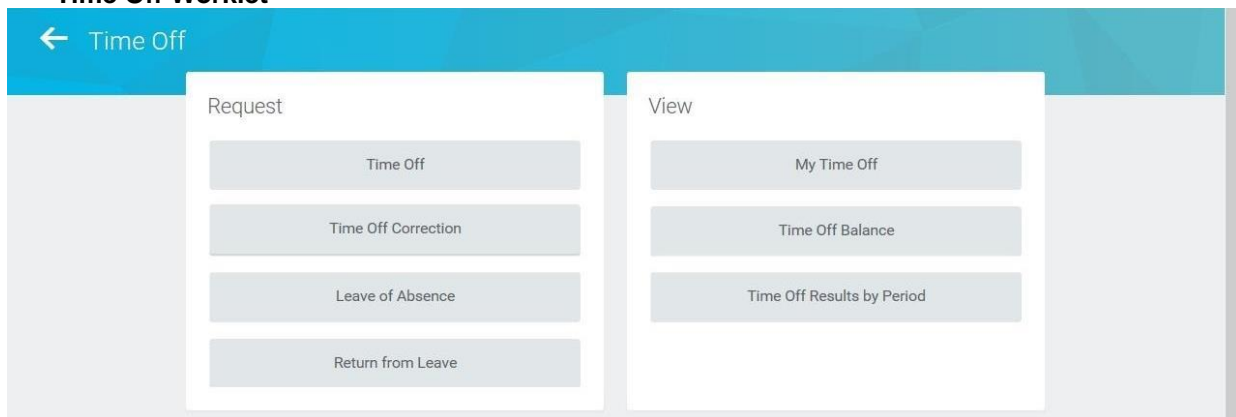
Type of Leave Request	Action To Take
Time off requests <i>sent back</i> for corrections by your supervisor or other approver in Workday.	Check your inbox. Then, update the time off as required.
Time off requests <i>denied</i> by your supervisor or other approver in Workday.	Start a new Time Off Request or enter the time off on your timesheet.
Time off that <i>has been entered or submitted but not approved</i> (i.e., has a status of “Submitted” or “Unsubmitted”) in Workday.	<p>If entered through the Time Off Calendar, cancel the entire request and then start a new request.</p> <p>If entered on the timesheet, correct the timesheet where the time off was entered.</p>
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. From the **Home** page, click the **Time Off** worklet.

Time Off Worklet





Time Off Correction

- 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

- Find the approved time off request.

Correct My Time Off Calendar

Correct My Time Off Jamie Fox (W1111111) 

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Request Time Off 

4. Check the status of the time off request.



Information: Time off entered in the timesheet and on the Time Off Calendar displays on the Time Off Calendar. The status of a time off request displays inside the time block. Remember that time off that has been approved, regardless of where it was entered can be updated from the Time Off Calendar.

The status in the time block displays as:

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



Correct My Time Off Calendar

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Request Time Off


5. Click the grey time block that needs to be corrected.

Note:


To correct time off that **has not** been approved (i.e., the status is unsubmitted or submitted), you need to correct the time off where it was entered – i.e., on the timesheet or the **Time Off Calendar**.

Correct My Time Off – Corrections Window

Correct My Time Off Jamie Fox (W1111111) 

Today < > December Correct Time Off Jamie Fox (W1111111) 

Balance as of

12 / 09 / 2015 

1,382.15 Hours

Balance Per Plan

Annual Leave
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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

[Request Time Off](#)

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](#)

6. 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. Then, enter a zero ("0") 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 cancel.

7. Click the **Continue**  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



8. Review your corrections.

9. Click the **Submit**  button.



Tip: Use the **Cancel** button if you want to cancel the corrections you just made. 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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10. The time off block that you just updated will have a status of "unsubmitted". Click the **Submit**



button to submit the request for approval.



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 detailed procedures.

11. The System Task is complete.