



## Manage Absence for Worker

Edit or Cancel Absence Request for Worker  
(This task replaces the *Correct Time Off Task*)

Workday delivers a new simplified Manage Absence task that enables timekeepers and managers to quickly edit an approved absence request or cancel an approved/submitted absence request for a worker in one unified task.

You can only edit an approved absence request. Use the Manage Absence task to edit (correct) an absence that has **already been approved** – including absences entered on the timesheet or the Absence Calendar. All edits must be submitted for approval.


Use the Manage Absence Task to cancel a request that has already been approved or submitted for approval.

Use this chart for guidance on the process in certain situations:

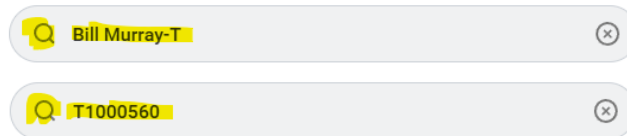
| Type of Absence Request   | Action to Take  |
|---|---|
| Absence request entered that was <u>sent back</u> for corrections by a supervisor or other approver.                      | Check your inbox. Look for actions with the language, "Sent back by..."   |
| Time off entered on the Time Off Calendar that was <u>denied</u> by a supervisor or other approver in Workday.            | Start a new Time Off Request. Refer to the <b>Request Absence for Worker for Future Pay Period</b> job aid.   |
| Absence Request that <u>has been entered / submitted but not approved</u> (i.e., has a status of "Submitted") in Workday. | <b>If entered through via Request Absence</b> , cancel the entire request and then start a new Time Off Request.<br><br><b>If entered on the timesheet</b> , correct the timesheet where the absence off was entered. |

## Cancel Absence Request (approved or submitted)


### Procedure:

1. Search for the employee by entering name and /or employee ID in the **Search** field. Then click the magnifying glass icon .

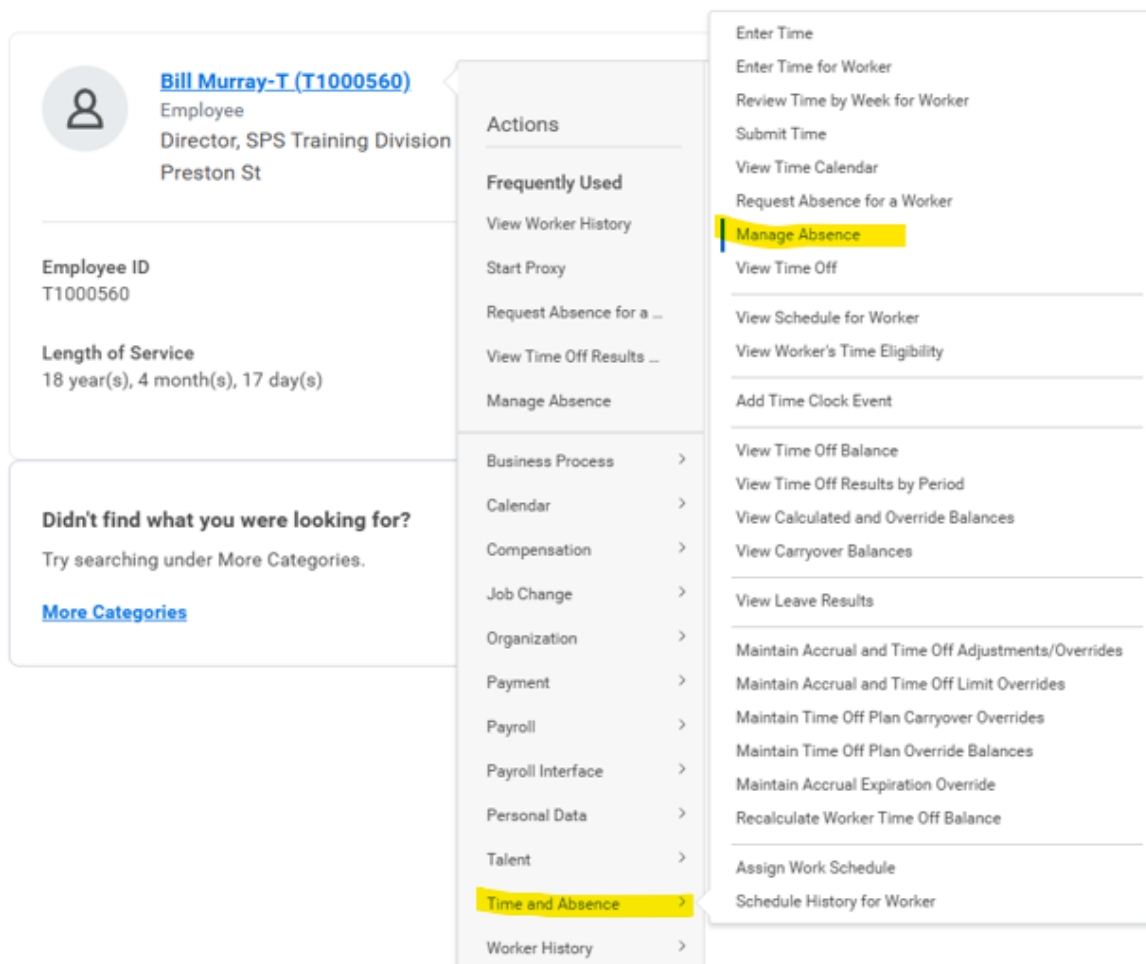
**NOTE:** You may also find the worker in their assigned supervisory organization under the **Members** tab



Search results showing two entries: "Bill Murray-T" and "T1000560". Each entry has a magnifying glass icon on the left and a close button (X) on the right.

2. Click the Related Actions icon  next to the worker's name to open the related actions menu. Then scroll down to Time and Absence and then select **Manage Absence**.

### People



The screenshot shows the "People" page with a card for "Bill Murray-T (T1000560)". The card displays the employee's name, title "Director, SPS Training Division", location "Preston St", and other details like "Employee ID: T1000560" and "Length of Service: 18 year(s), 4 month(s), 17 day(s)". A "Didn't find what you were looking for?" message is also present. To the right of the card, a "Related Actions" menu is open, showing a list of actions. The "Time and Absence" category is highlighted, and the "Manage Absence" option is selected.

- Go to the date of the submitted / approved absence and click on the absence block.

### Manage Absence Bill Murray-T (T1000560) ...

Today < > October 2025 ▾

| Sunday | Monday   | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|-----------|----------|--------|----------|
|        | Submitted   Annual Leave (Time Off Calendar)   8 Hours   Monday, October 20, 2025 to Wednesday, October 22, 2025 |         |           |          |        | 23       |
|        | Annual Leave (Time Off Calendar)   |         |           |          |        |          |
|        | ▼  | ▼       | ▼         |          |        |          |

- Go to the date of the submitted/approved absence entry you wish to cancel and click on it to open the pop-up. Select the Cancel Absence button Cancel Absence.

**Absence Entries** PDF Calendar ×

Request Amount 24 Hours

Request History [Absence Request: Bill Murray-T \(T1000560\)](#)

**In Progress**

Status Submitted

Request Dates Mon, Oct 20, 2025 – Wed, Oct 22, 2025

Type of Absence Annual Leave (Time Off Calendar)

Duration per Day 8 Hours

Start Time 08:00:00 AM

End Time 04:00:00 PM

Awaiting Action By

Cancel Absence

- Enter a required comment explaining why it is being cancelled and click the OK button OK.

**Cancel Absence** ×

This action cancels the entire absence request.

Request Dates Mon, Oct 20 – Wed, Oct 22

Comment \*

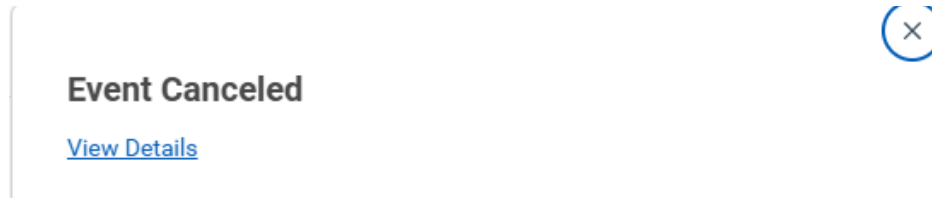
Cancel OK



**Title:** Manage Absence for Worker  
**Role:** Manager/Timekeeper  
**Functional Area:** Absence


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6. This completes this task.

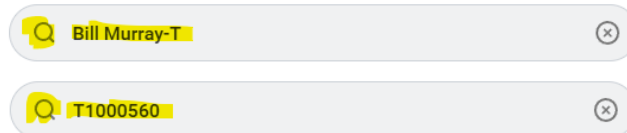


## Edit Absence Request (approved ONLY)


### Procedure:

1. Search for the employee by entering name and /or employee ID in the **Search** field. Then click the magnifying glass icon .

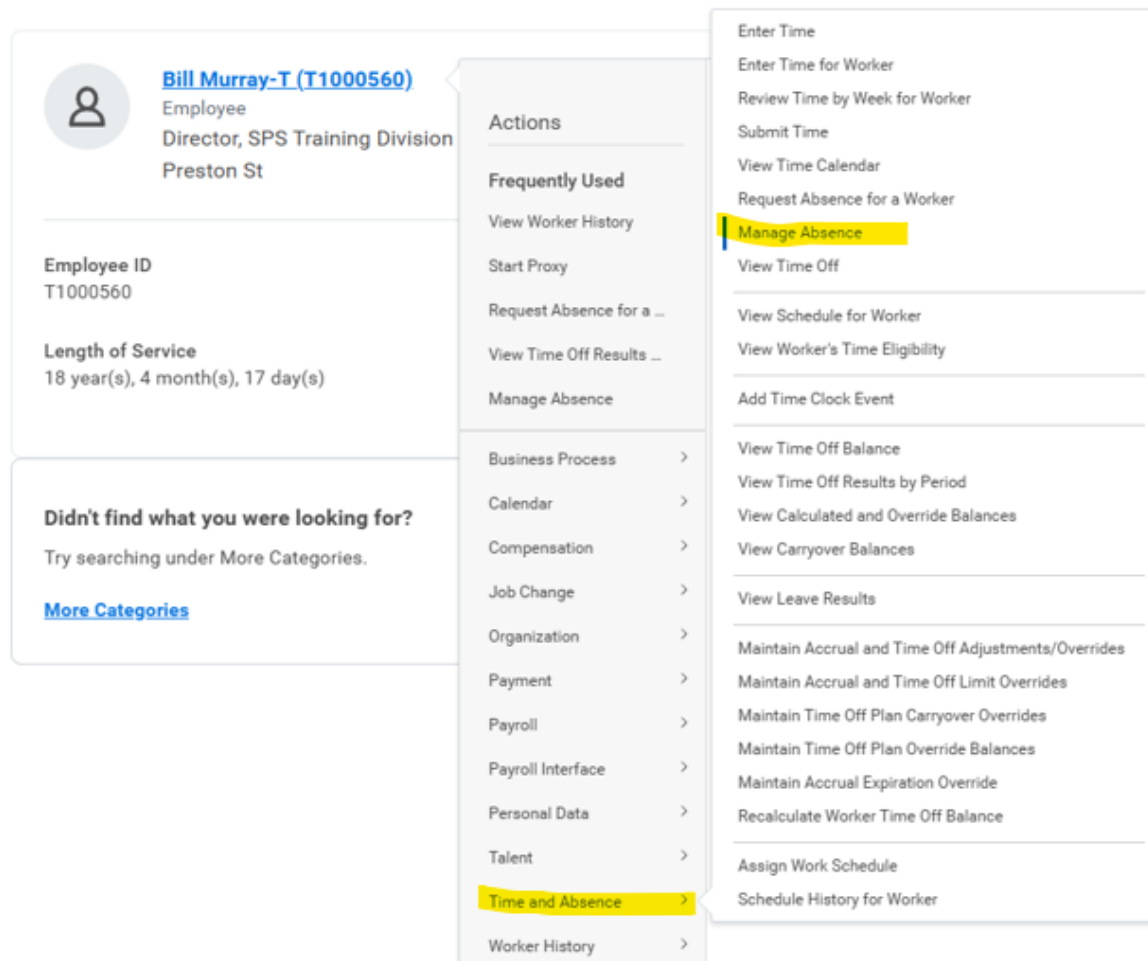
**NOTE:** You may also find the worker in their assigned supervisory organization under the **Members** tab



Search results showing two entries: "Bill Murray-T" and "T1000560", each with a magnifying glass icon and a close button.

2. Click the Related Actions icon  next to the worker's name to open the related actions menu. Then scroll down to Time and Absence and then select Manage Absence.

### People



The screenshot shows the employee profile for Bill Murray-T (T1000560). The profile includes a header with the employee's name and title, and a section for Employee ID and Length of Service. A 'Did not find what you were looking for?' message is displayed below. The 'Time and Absence' menu is open, showing a list of actions including 'Enter Time', 'Enter Time for Worker', 'Review Time by Week for Worker', 'Submit Time', 'View Time Calendar', 'Request Absence for a Worker', 'Manage Absence' (highlighted), 'View Time Off', 'View Schedule for Worker', 'View Worker's Time Eligibility', 'Add Time Clock Event', 'View Time Off Balance', 'View Time Off Results by Period', 'View Calculated and Override Balances', 'View Carryover Balances', 'View Leave Results', 'Maintain Accrual and Time Off Adjustments/Overrides', 'Maintain Accrual and Time Off Limit Overrides', 'Maintain Time Off Plan Carryover Overrides', 'Maintain Time Off Plan Override Balances', 'Maintain Accrual Expiration Override', 'Recalculate Worker Time Off Balance', 'Assign Work Schedule', and 'Schedule History for Worker'.



**Title:** Manage Absence for Worker  
**Role:** Manager/Timekeeper  
**Functional Area:** Absence

- Go to the date of the approved absence and click on the approved absence block.

## Manage Absence [Bill Murray-T \(T1000560\)](#) ...

Today

<

>

October 2025

▼

Sunday

Monday

Tuesday

Wednesday

19

Approved | Annual Leave (Time Off Calendar) | 8 Hours | Monday, October 20, 2025 to Wednesday, October 22, 2025

✓

Annual Leave (Time Off Calendar)

▼

▼

▼

- Go to the date of the approved absence entry you wish to edit and click on it to open the pop-up. Click on the Edit button Edit.

## Absence Entries



Bill Murray-T (T1000560)

Request Amount 24 Hours

Request History [Absence Request: Bill Murray-T \(T1000560\)](#)

### Approved

Status [Approved](#)

Request Dates Mon, Oct 20, 2025 – Wed, Oct 22, 2025

Type of Absence [Annual Leave \(Time Off Calendar\)](#)

Duration per Day 8 Hours

Start Time 08:00:00 AM

End Time 04:00:00 PM

Cancel Absence

Edit



5. Complete the following fields:

- **Option 1:** used if all dates requested are identical (*all days request same hours*)
  - A. Type of Absence: This can not be changed. You must cancel the absence and resubmit to change the leave type
  - B. Time Off Reason: Use the prompt to select the time off reason (if applicable)
  - C. Start/End time for the absence for date(s)
  - D. Click to choose different options for different requested dates (see Option 2 below)
  - E. Enter a comment on the event to explain reason for change
  - F. Enter Comment for the approver for the request
  - G. Click down arrow at any time to see balance(s) before and after request

**Edit Absence**  
For Bill Murray-T (T1000560)

**Mon, Oct 20 – Wed, Oct 22**

Type of Absence\*  
A

Reason  
B

Start Time\* End Time\*  
C

Hours (Daily)

D [Edit Individual Days](#)

Total Request Amount: 24 Hours

Comment  
E

Additional Information  
Comment to Approver  
F

Additional Information  
Comment to Approver  
G **Total Request Amount: 24 Hours**  
**Available Balance: 705.15 Hours**  
Includes your accrued time off and future requests until 10/22/2025.  
**Remaining Balance: 705.15 Hours**  
Amount you will have on 10/22/2025 after submitting the request.

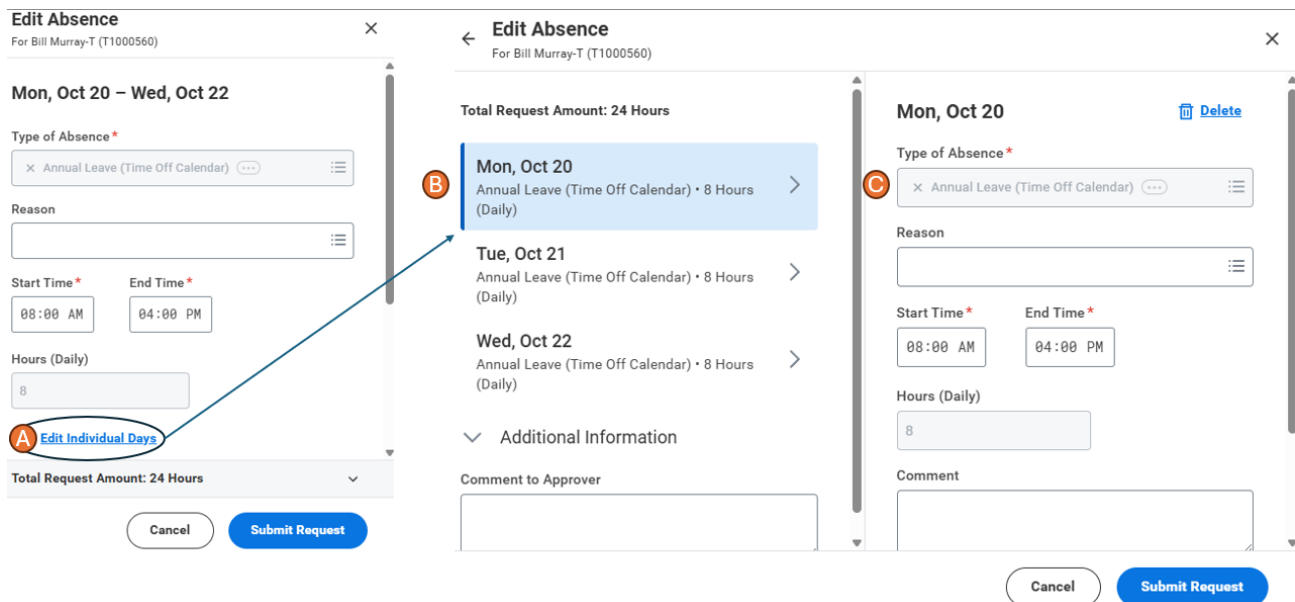
➤ **Option 2:** used to select different options, such as start/end times for select dates in the request (*different start or end times for requested days*)

(a) To choose different options for different dates choose Edit Individual Days

 [Edit Individual Days](#)

(b) Select each date individually

(c) Enter options by date (type, reason, start / end), etc...

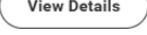





6. When you have finished entering details, click on the Submit Request button and you will see this confirmation pop-up:

**Success! Request Submitted for Bill Murray-T (T1000560)**

[View Details](#)



7. To verify select the View Details button  and confirm the details of the absence are correct.

**Absence Entries**   

Bill Murray-T (T1000560)

Request Amount 8 Hours

Request History [Absence Request: Bill Murray-T \(T1000560\)](#)

In Progress

Previously Approved

Status

Submitted

Request Dates

Mon, Oct 20, 2025

Type of Absence

[Annual Leave \(Time Off Calendar\)](#)

Duration per Day

8 Hours

Start Time

08:00:00 AM

End Time

04:00:00 PM

Cancel Absence

**\*NOTE:** You may cancel this request if you see an error by clicking Cancel Absence

Cancel Absence

8. The System Task is Complete.