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 *sent back* 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 *denied* by a supervisor r other approver in Workday.	Start a new Time Off Request. Refer to the **Request Absence for Worker for Future Pay Period** job aid.
Absence Request that *has been entered / submitted but not approved* (i.e., has a status of "Submitted") in Workday.	**If entered through via Request Absence**, cancel the entire request and then start a new Time Off Request. **If entered on the timesheet**, correct the timesheet where the absence off was entered.

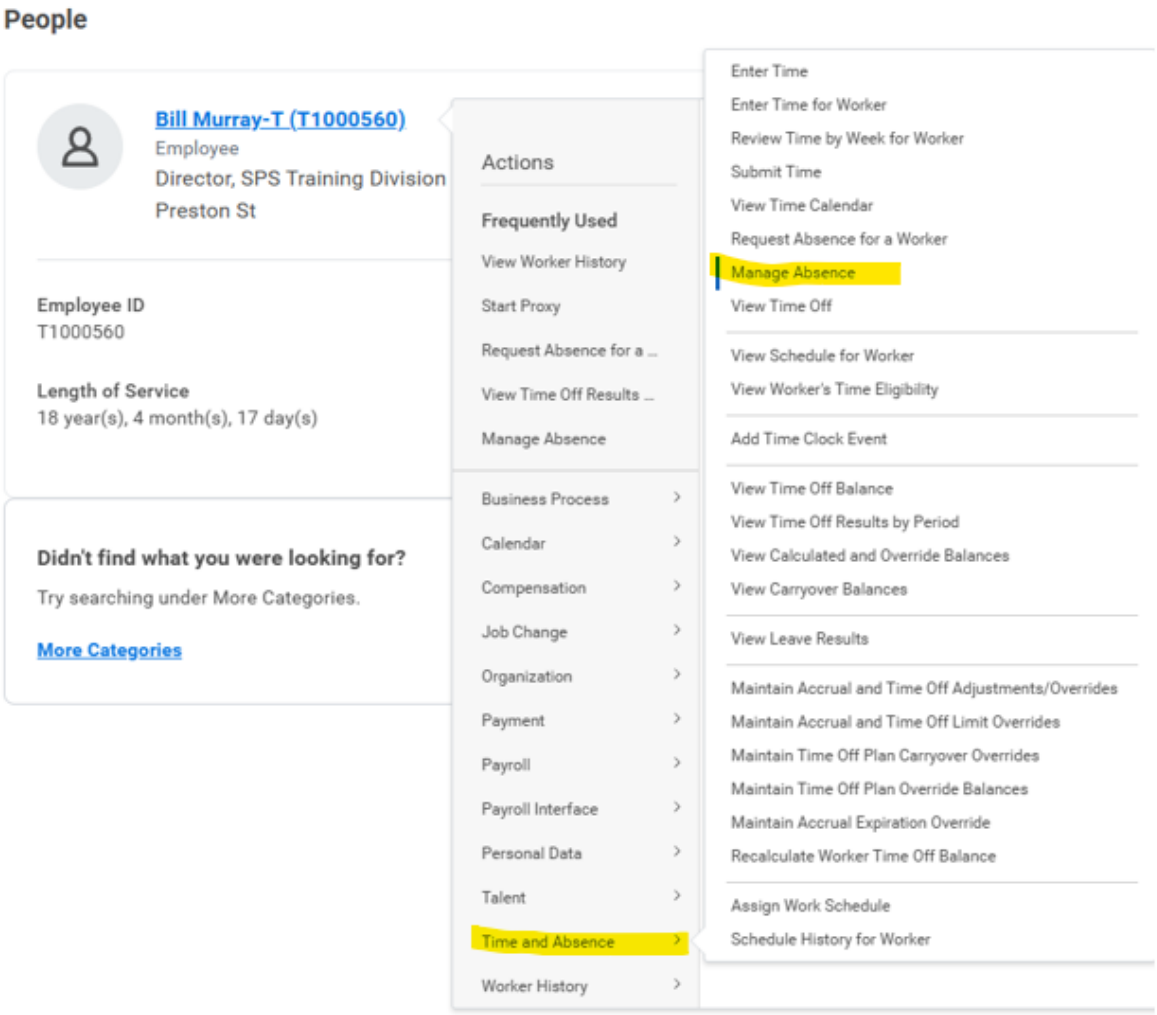
Cancel Absence Request (approved or submitted)

Procedure:

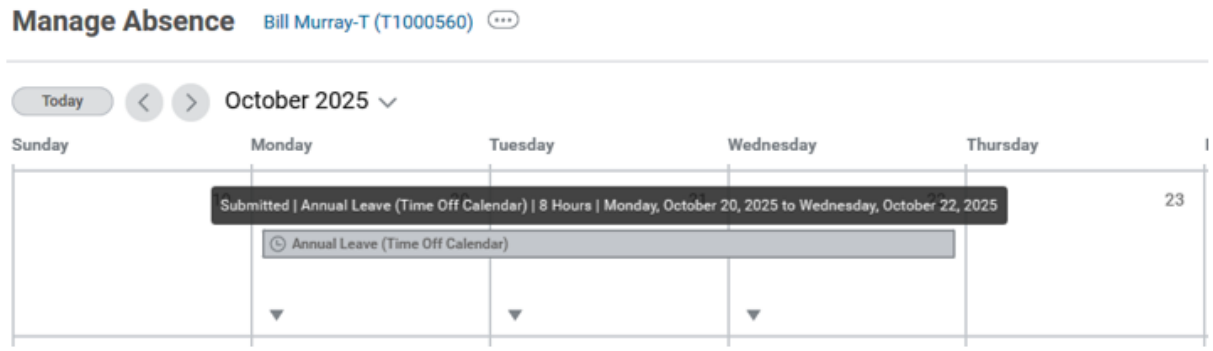
1. Search for the employee by entering name and /or employee ID in the **Search** field. Then click the magnifying glass icon .

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

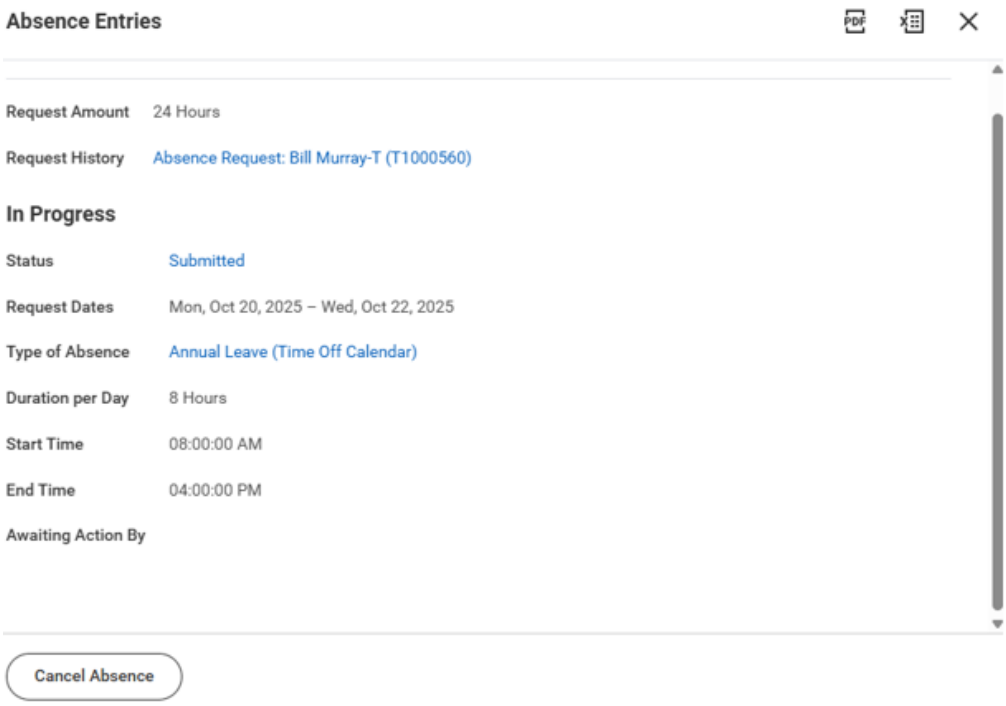
2. Click the Related Actions icon next to the worker's name to open the related actions menu. Then scroll down to Time and Absence and then select **Manage Absence**.



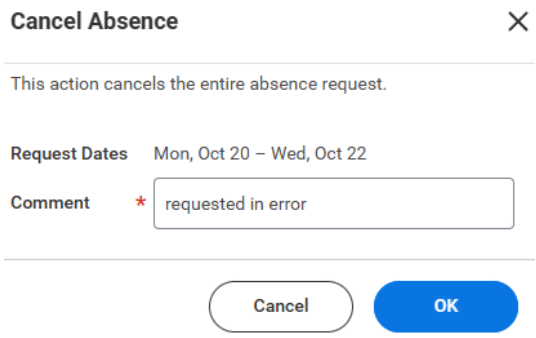
3. Go to the date of the submitted / approved absence and click on the absence block.



4. 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 .



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



6. This completes this task.

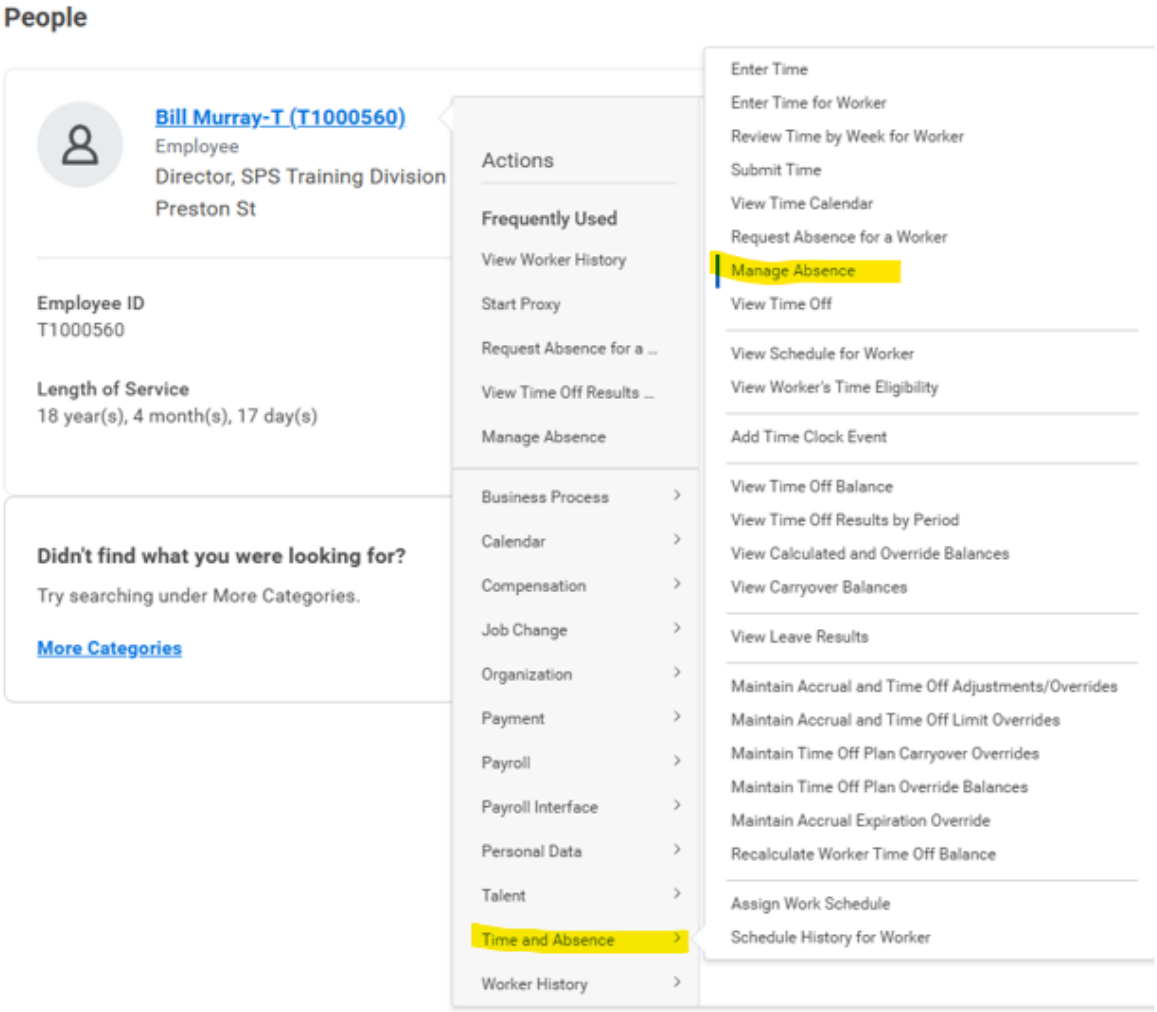
Edit Absence Request (approved ONLY)

Procedure:

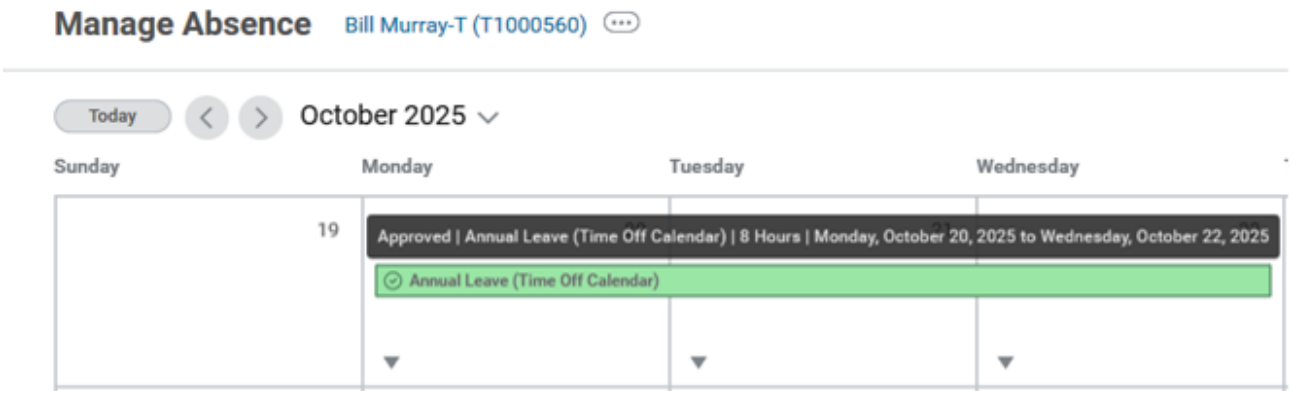
1. Search for the employee by entering name and /or employee ID in the **Search** field. Then click the magnifying glass icon .

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

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.



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



4. 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

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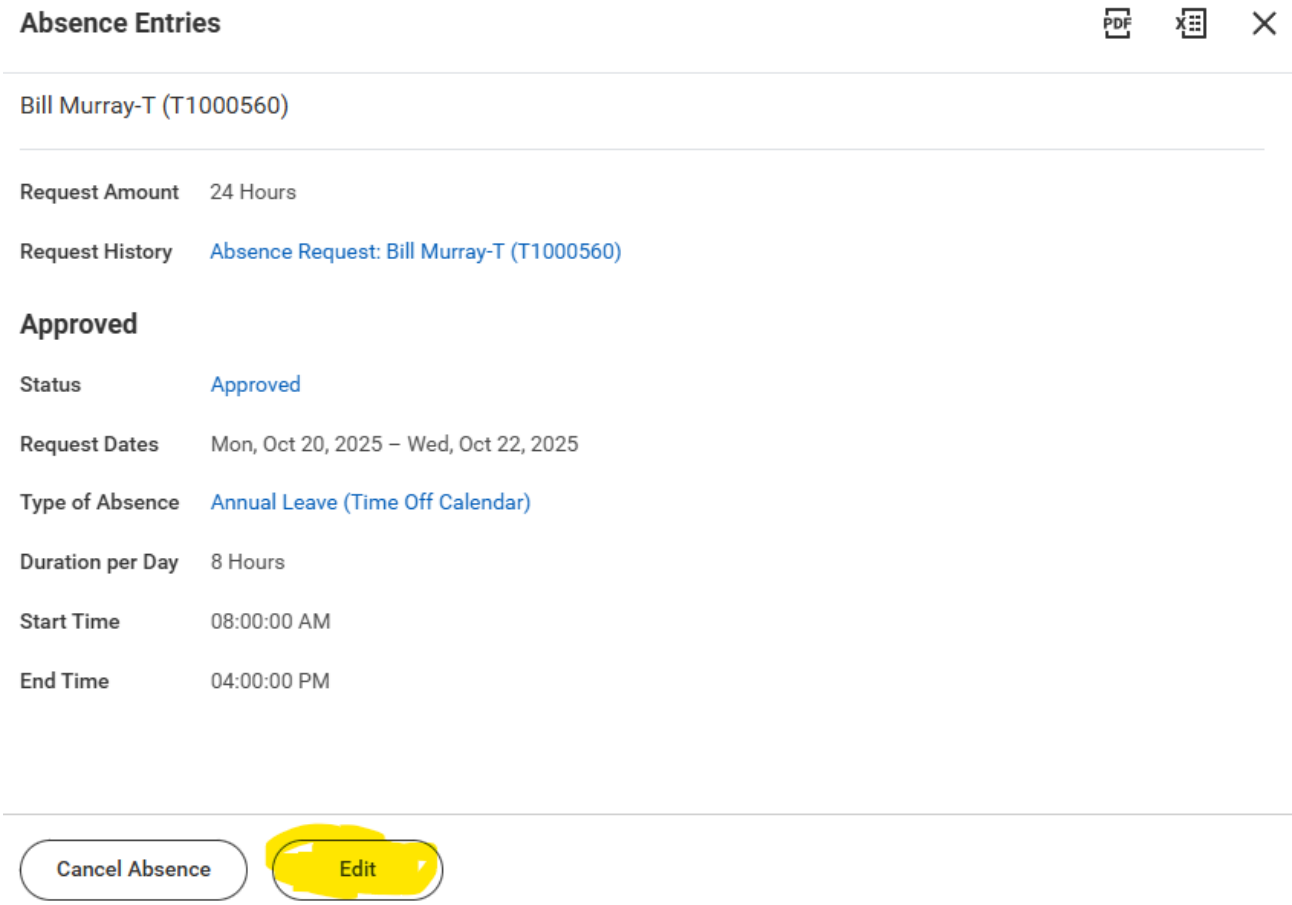
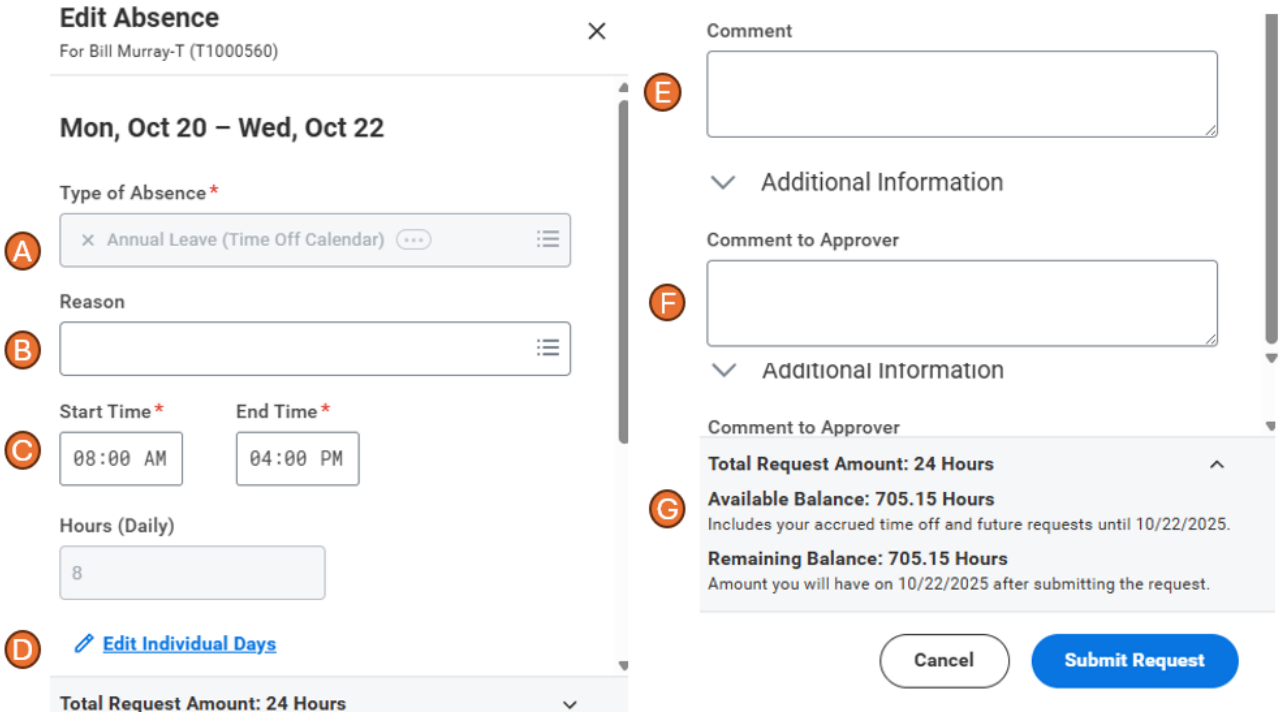
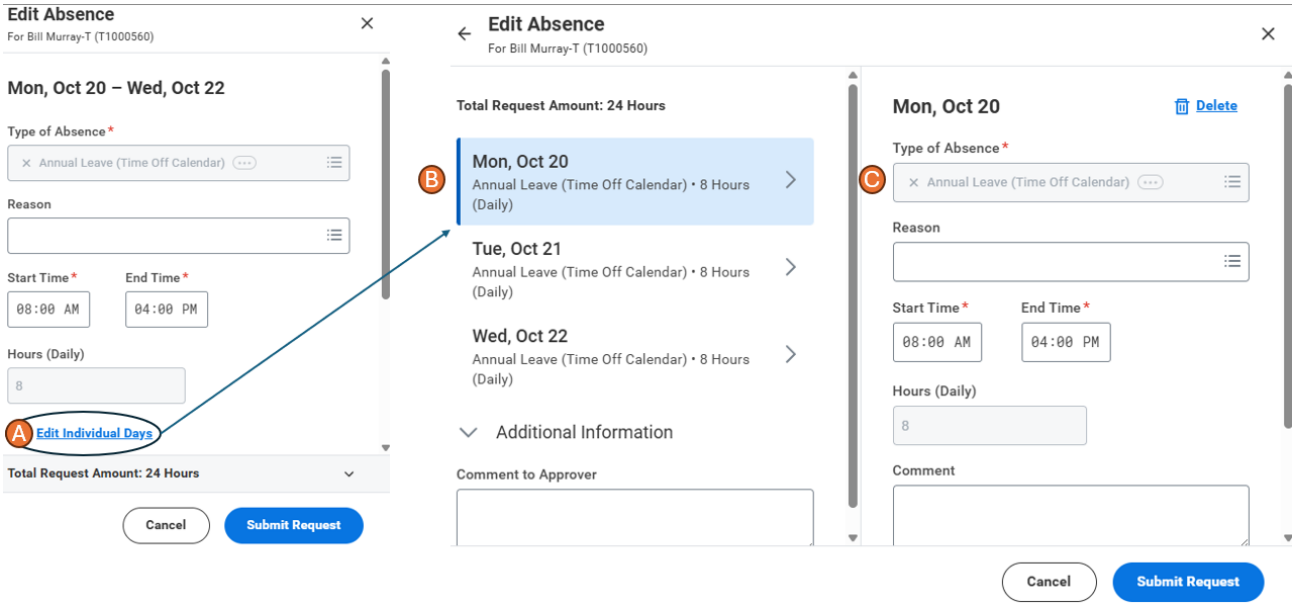
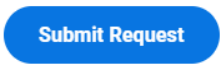


5. Complete the following fields:
   - **Option 1:** used if all dates requested are identical (*all days request same hours)*
     A. Type of Absence: This can not be changed. You must cancel the absence and resubmit to change the leave type
     B. Time Off Reason: Use the prompt to select the time 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

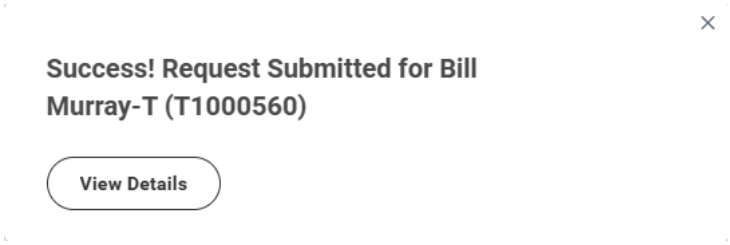


- **Option 2:** used to select different options, such as start/end times for select dates in the request (*different start or end times for requested days*)
  - (a) To choose different options for different dates choose Edit Individual Days
    Edit Individual Days
  - (b) Select each date individually
  - (c) Enter options by date (type, reason, start / end), etc…

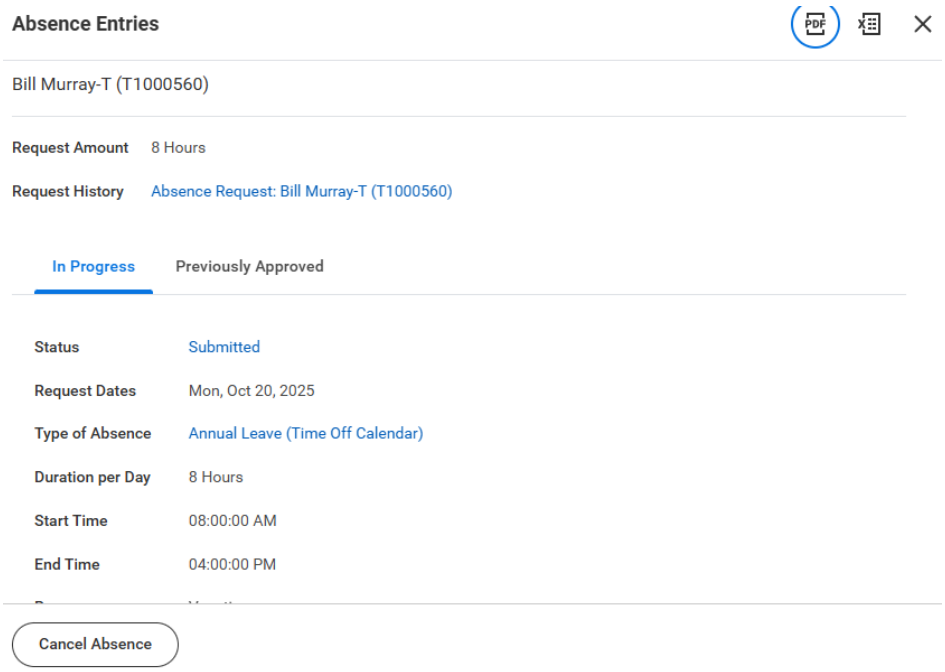


6. When you have finished entering details, click on the Submit Request button 

and you will see this confirmation pop-up:



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



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

8. The System Task is Complete.