Manage Absence

Edit or Cancel Absence Request

(This task replaces the Correct Time Off Task)

Workday delivers a new simplified Manage Absence task that enables workers to quickly edit an approved absence request or cancel an approved/submitted absence request 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.

Procedure:

Tip: The Manage Absence task can be accessed from the related actions on the worker profile and the Time Management Hub.

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

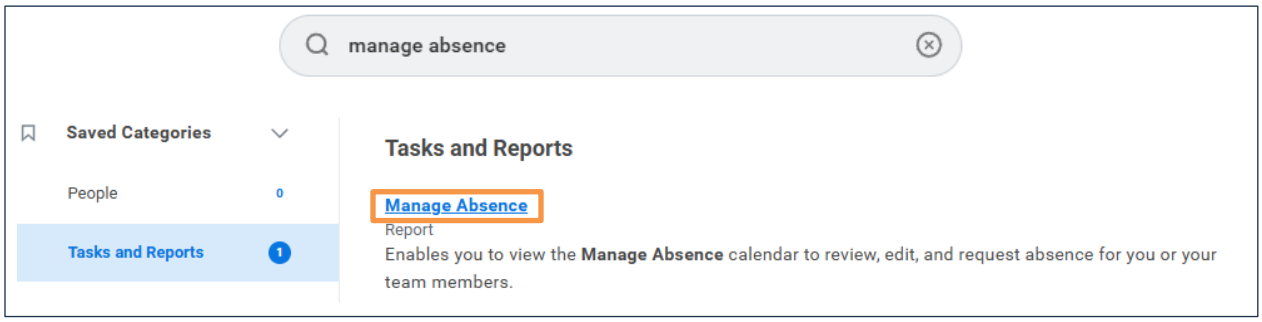
Type of Absence Request	Action to Take
Absence requests *sent back* for corrections by your supervisor.	Check your My Task box. Look for actions with language such as, *"Sent back by…"*. Refer to the **Access an Item Sent Back for Corrections** job aid for detailed procedures.
Absence requests *denied* by your supervisor or other approvers in Workday.	Start a new request. Refer to the **Request Absence for a Future Pay Period** job aid for detailed procedures.
Absence requests that *have been entered / submitted but not yet approved* (has a status of "Submitted") in Workday.	**If entered through the Absence Calendar**, cancel the entire request and start a new request. **If entered on the timesheet**, correct the timesheet entry as appropriate.
To change the Type of Absence for an approved Absence Request.	Cancel the request and resubmit using the desired Type of Absence.
Leave of Absence requests (*FMLA, Accident, Organ Donation, etc.*) requested/applied for outside of Workday and approved by HR.	Contact your HR office to correct or cancel the LOA request.

NOTE:

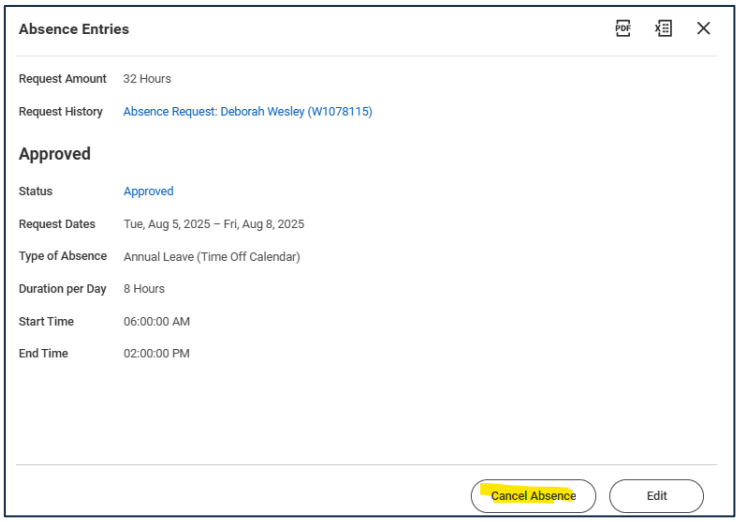
- You must modify all **unapproved** time off where it was entered – the timesheet or the Absence Calendar.
- All **approved** time should be corrected on the Absence Calendar regardless of where it was entered.

Cancel Absence Request (approved or submitted)

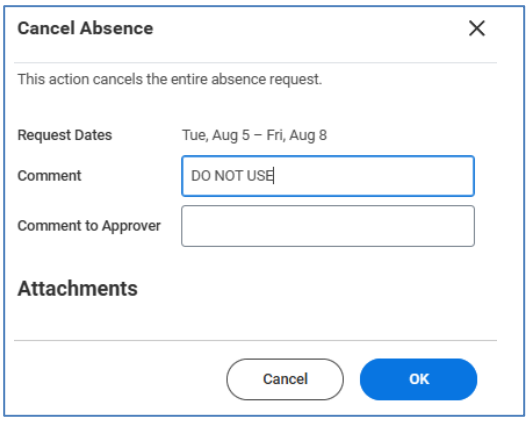
1. Search for the task Manage Absence in the search window on the home screen and open the task by clicking on it.



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



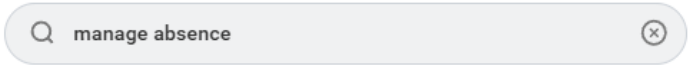
3. Enter a comment for the approver (if applicable) and click the OK button OK (do not use the 1st comment block) – applies only if absence is approved.

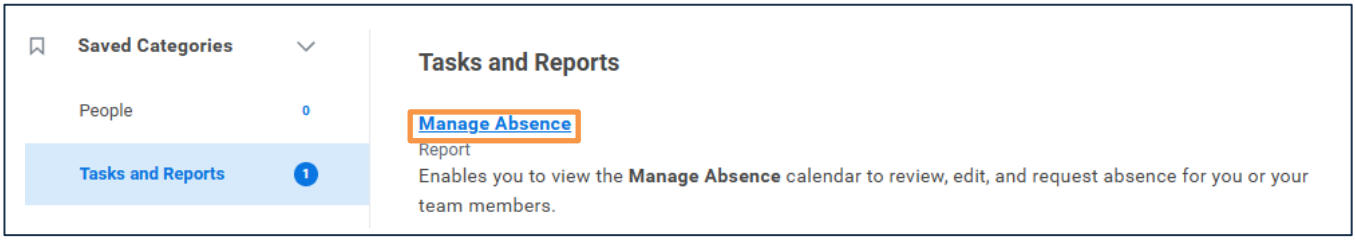


4. This completes this task.

Edit Absence Request (approved ONLY)

1. Search for the task Manage Absence in the search window on the home screen and open the task by clicking on it.





2. 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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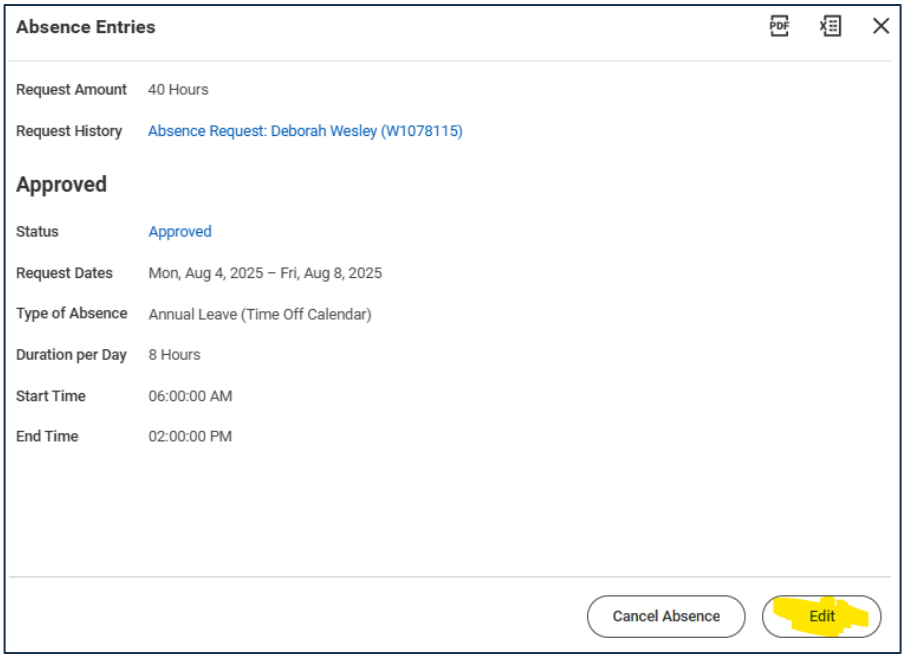
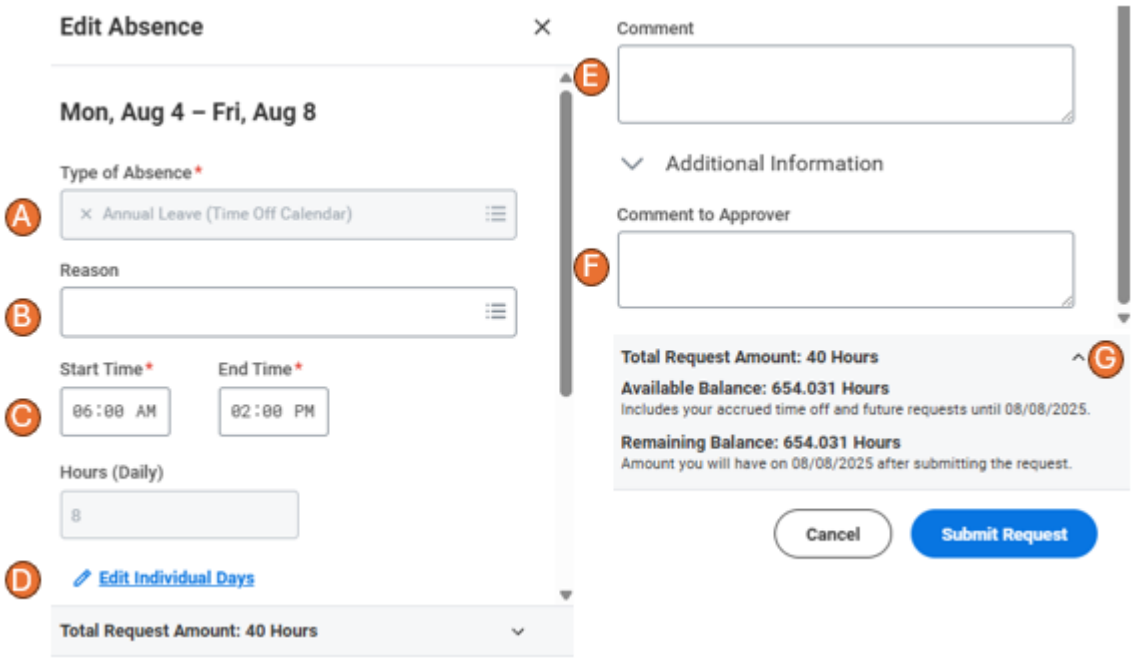


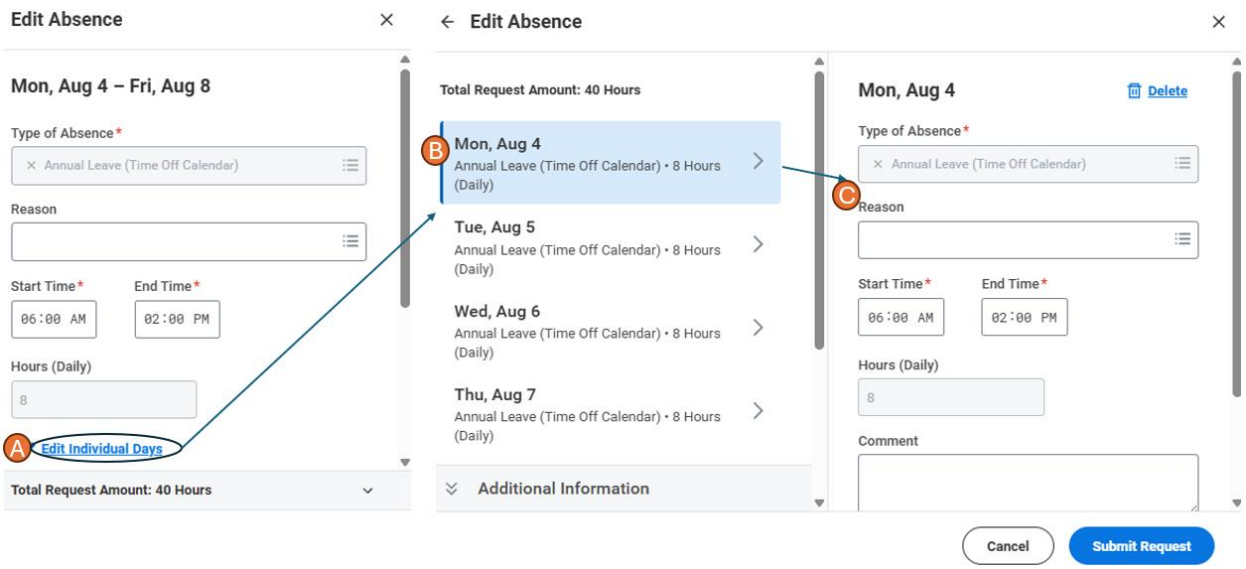
3. Complete the following fields:

- **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) Do not use
  f) Enter Comment for the approver for the request
  g) Add attachment if applicable
  h) Click down arrow at any time to see balance(s) before and after request

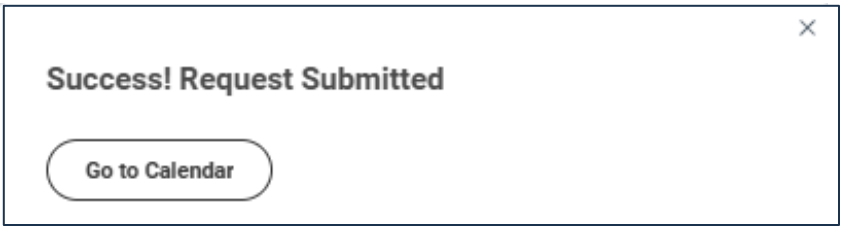


- **Option 2:** used to select different options, such as start/end times for select dates in the request (*different start or end times for requested days*)
  - To choose different options for different dates choose Edit Individual Days

    Edit Individual Days
  - Select each date individually
  - Enter options by date (type, reason, start / end), etc…



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



4. To verify click the Go to Calendar button Go to Calendar and confirm the time off is showing. If you hover the cursor over the date(s) it will display whether it is submitted or approved.

5. The System Task is Complete.