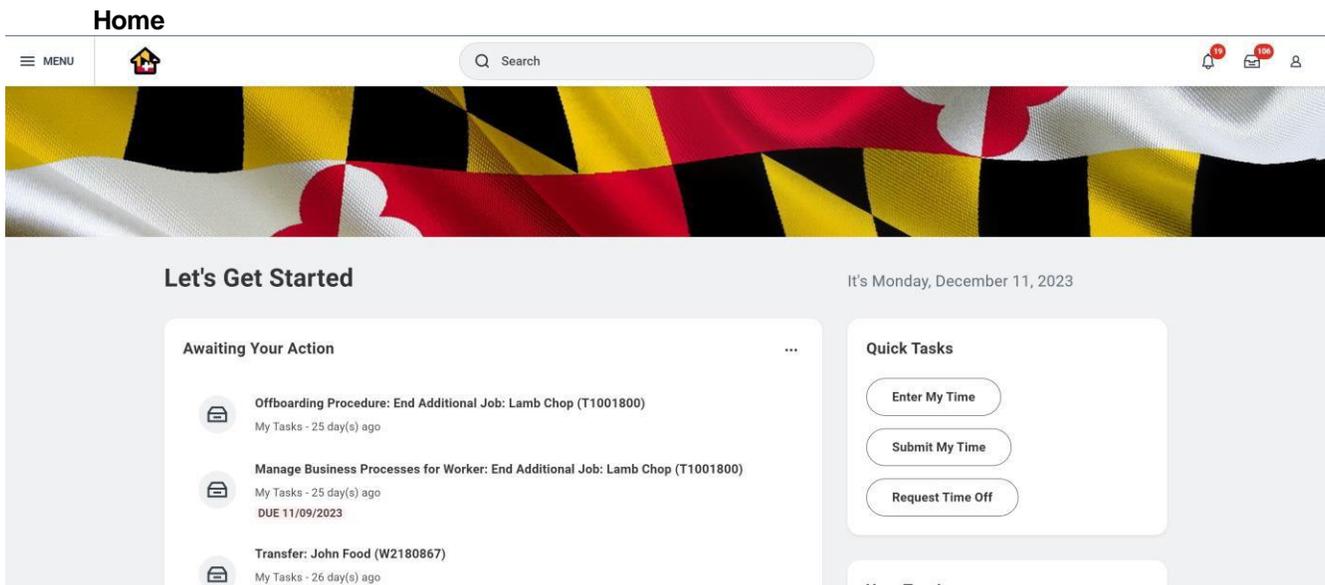


## Approve Employee Time Off Corrections

Use this procedure to approve time off corrections. Sometimes employees will have to correct time off (leave) requests that have already been approved. All corrections must be submitted for approval. Time off corrections requests are routed through your Workday My Tasks box. Please monitor your My Tasks box.

### Procedure:

1. On the **Workday** home screen, click the **My Tasks box**  icon.



2. On the **All Items** tab, click the "Time Off Correction" task that needs to be approved in your My Tasks box.



**Title:** Approve Employee Time Off Corrections  
**Functional Area:** Time Tracking

**My Tasks**

- All Items
- Saved Searches
- Filters
- Archive
- Bulk Approve
- Manage Delegations

**All Items** 1 item

Search: All Items

Advanced Search

**Time Off Correction: Dan Green (W2180886)** 01/11/2024

Due: 01/13/2024

Effective: 01/16/2024

**Review** Time Off Correction: Dan Green (W2180886)

Created: 01/11/2024 | Due: 01/13/2024 | Effective: 01/16/2024

For Dan Green (W2180886)

Overall Process Time Off Correction: Dan Green (W2180886)

Overall Status In Progress

Due Date 01/13/2024

**Details to Review**

Time Off Correction 1 item

| Date       | Day of the Week | Type                               | Start Time | End Time | Previously Requested | Correction to Requested | Unit of Time |
|------------|-----------------|------------------------------------|------------|----------|----------------------|-------------------------|--------------|
| 01/16/2024 | Tuesday         | Personal Leave (Time Off Calendar) | 01:00 PM   | 05:00 PM | 3                    | 4                       | Hours        |

> Time Off Balance as of Current Date

> Time Off Requests

enter your comment

**Process History**

- Dan Green (W2180886) Correct Time Off- Step Completed Due 01/13/2024
- Jennifer Garner-T (T1000570) Approval by Manager or Manager's Manager- Awaiting Action Due 01/13/2024

Approve
Send Back
Deny
Cancel

**Information:** The following is an example of a Time Off Correction task you may receive in your inbox: "Time Off Correction: Dan Green (W2180886)"

**Review** Time Off Correction: Dan Green (W2180886)

Created: 01/11/2024 | Due: 01/13/2024 | Effective: 01/16/2024

For Dan Green (W2180886)

Overall Process Time Off Correction: Dan Green (W2180886)

Overall Status In Progress

Due Date 01/13/2024

**Details to Review**

Time Off Correction 1 item

| Date       | Day of the Week | Type                               | Start Time | End Time | Previously Requested | Correction to Requested | Unit of Time |
|------------|-----------------|------------------------------------|------------|----------|----------------------|-------------------------|--------------|
| 01/16/2024 | Tuesday         | Personal Leave (Time Off Calendar) | 01:00 PM   | 05:00 PM | 3                    | 4                       | Hours        |

> Time Off Balance as of Current Date

> Time Off Requests

enter your comment

**Process History**

- Dan Green (W2180886) Correct Time Off- Step Completed Due 01/13/2024
- Jennifer Garner-T (T1000570) Approval by Manager or Manager's Manager- Awaiting Action Due 01/13/2024

Approve
Send Back
Deny
Cancel



- On the **Review Time Off Correction** approval page, review the time off corrections submitted in the **Details to Review** section. **Note:** Other supporting information is also listed on this page for your reference. Descriptions of the information in each section are listed in the table below.

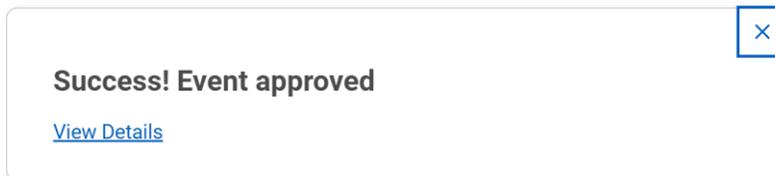
**Elements of Review Time Off Correction Approval Page**

|  |  |   |
|--|--|---|
|  |  |   |
|  | <b>Time Off Correction Details</b>         | Displays the details of the Time Off request such as date range, days of the week, time off code, number of hours previously requested and correction to hours requested. |
|  | <b>Time Off Balance as of Current Date</b> | Leave balances as of current date.  |
|  | <b>Previous Time Off Requests</b>          | Previously entered time off requests for the employee.  |
|  | <b>Previous Time Off Adjustments</b>       | Any adjustments to leave, if applicable.  |
|  | <b>Process History</b>                     | Includes history of the timesheet submittal such as when it was submitted and the status of the approval.   |

- After reviewing the time off correction request, select one of the following actions:

| <b>Approval Action</b> | <b>Description</b>  |
|------------------------|---|
| <b>Approve</b>         | Click the <b>Approve</b> button to approve the timesheet.   |
| <b>Send Back</b>       | Click the <b>Send Back</b> button to send the timesheet back to the employee.                           |
| <b>Deny</b>            | Click the <b>Deny</b> button to deny the request. A notification will not be sent back to the employee. |
| <b>Cancel</b>          | Click the <b>Cancel</b> button to cancel the process. You can come back to it in your inbox later.      |

- When completed, a message will display showing success and that the task was approved. (The screen may display differently depending on the approval action taken.)



- The System Task is complete.