

## Approve Employee Time Off Requests

Use this procedure to approve time off (leave) requested in the future. Time off requests will be routed to you through your Workday My Tasks box. Please monitor your My Tasks box.

Pro	ocedure:				
1.	In the Work	day header, click the <b>My Tasks box</b>	2 2	icon.	
	Home				
		Q Search			۹ 🗗
		Good Morning, On Behalf of: Happy Girl		It's Thursday, January 4, 2024	
		Awaiting Your Action         Image: Dynamic System         Image: Dynamic System		Quick Tasks Submit My Time Request Time Off Time Off Balance	
				Your Top Apps	

2. Click the Go to My Tasks hyperlink.



me ≡ menu 🏠	٩	Search		¢ <sup>®</sup>
─ My Tasks +	All Items 120 items	Review Time Off Request: Happy Girl (W2180864)		☆ ⊕ ご
All Items	Q Search: All Items 1	Created: 01/03/2024   Due: 01/05/2024   Effective: 01/04/2024		
E Antenis	dia Advanced Search	For Happy Girl (W2180864)		
🕒 Saved Searches 🗸 🗸	Time Off Request: Happy Girl 01/03/2024 🙀	Overall Process Time Off Request: Happy Girl (W2180864) Overall Status In Progress		
	(W2180864) Requires your attention as information has been ch	Due Date 01/04/2024		
S Filters ∨	Due: 01/05/2024   Effective: 01/04/2024	Details to Review		
Archive	Assign Roles to Another Worker: 12/14/2023 🟠 Terminate: Jolly Girl (W2180871)	First Day of Time Off 01/04/2024		
	Due: 12/15/2023	Last Day of Time Off 01/04/2024		
Bulk Approve	Effective: 12/14/2023	Total 1 hour - Sick (Time Off Calendar)		
A Manage Delegations	Terminate: Jolly Girl (W2180871) 12/14/2023	Request Details 1 item		≂ 🗆 J 🖩 🌐
C. manage delegations	Due: 12/14/2023 Effective: 12/14/2023	Day of the Date Week Type	Start Time End Time Requested Unit of Tim	me Reason
	Assign Roles to Another Worker: 12/14/2023 🕺	01/04/2024 Thursday Sick (Time Off Calendar)	01/04/2024 01/04/2024 1 Hours 02:00 PM GMT- 05:00 Eastern 05:00 Eastern Time (New York) Time (New York)	Illness/Injury UnDocumented (Family)
	Due: 12/15/2023 Effective: 12/14/2023			•
	Terminate: Bluey Dog (W2180872) 12/14/2023 📩	Approve Send Back Deny	Cancel	

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



**Information**: The following is an example of a Time Off Request task you may receive in your My Tasks box: "Time Off Request: Happy Girl (W2180864)

**Note**: If you send back a request that is then resubmitted for your approval, the following text displays on the Time Off Request task in your My Tasks box: "Requires your attention as information has changed".



Review T	ime Off Request: Ha	ppy Girl (W2180864) 🛛 🚥			7	☆ 戀	5
Created: 01/04/	2024   Due: 01/06/2024	4   Effective: 01/09/2024					
For	Happy Girl (W21808	64)					
Overall Process	Time Off Request: H	lappy Girl (W2180864)					
Overall Status	In Progress						
Due Date	01/06/2024						
Details to Re	eview						
First Day of Tim	e Off 01/09/2024						
	01/03/2024						
Last Day of Time							
-	e Off 01/09/2024	ime Off Calendar)					
ast Day of Time	e Off 01/09/2024 1 hour - Sick (T	ime Off Calendar)				≡ ⊡ rı	
Last Day of Time	e Off 01/09/2024 1 hour - Sick (T	ime Off Calendar) Type	Start Time	End Time	Requested	ت الد العام الع Unit of Time	
Last Day of Time Total Request Details	e Off 01/09/2024 1 hour - Sick (T 1 item		Start Time 01/09/2024 02:00 PM GMT-05:00 Eastern Time (New York)	End Time 01/09/2024 03:00 PM GMT-05:00 Eastern Time (New York)			
Last Day of Time Total Request Details Date 01/09/2024	e Off 01/09/2024 1 hour - Sick (T 1 item Day of the Week Tuesday	Туре	01/09/2024 02:00 PM GMT-05:00 Eastern	01/09/2024 03:00 PM GMT-05:00 Eastern	Requested	Unit of Time	
Last Day of Time Total Request Details Date	e Off 01/09/2024 1 hour - Sick (T 1 item Day of the Week Tuesday	Туре	01/09/2024 02:00 PM GMT-05:00 Eastern	01/09/2024 03:00 PM GMT-05:00 Eastern	Requested	Unit of Time	

4. On the **Review Time Off Request** approval page, review the time off 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.

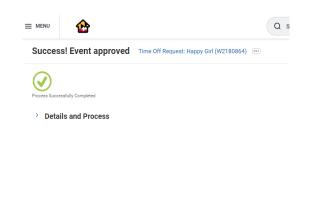
#	Section/	Description				
	Information					
1	Time Off Request Details	Displays the details of the Time Off request such as date range, days of the week, time off code, and number of hours requested.				
2	Time Off Balance as of Current Date	Leave balances as of the current date.				
3	Previous Time Off Requests	Previously entered time off requests for the employee.				
4	Previous Time Off Adjustments Any adjustments to leave, if applicable.					
5	Process History	Includes history of the timesheet submittal such as when it was				
		submitted and the status of the approval.				

## **Elements of Review Time Off Request Approval Page**



5. After reviewing the time off request, select one of the following actions:

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





7. The System Task is complete.