



## Correct Time Off Requests

Use this procedure to correct time off that has already been approved – including time off entered on the timesheet or the Time Off Calendar. You can delete a day or cancel the request entirely. All corrections must be submitted for approval.

This procedure should **not be used** to correct time off for the following:

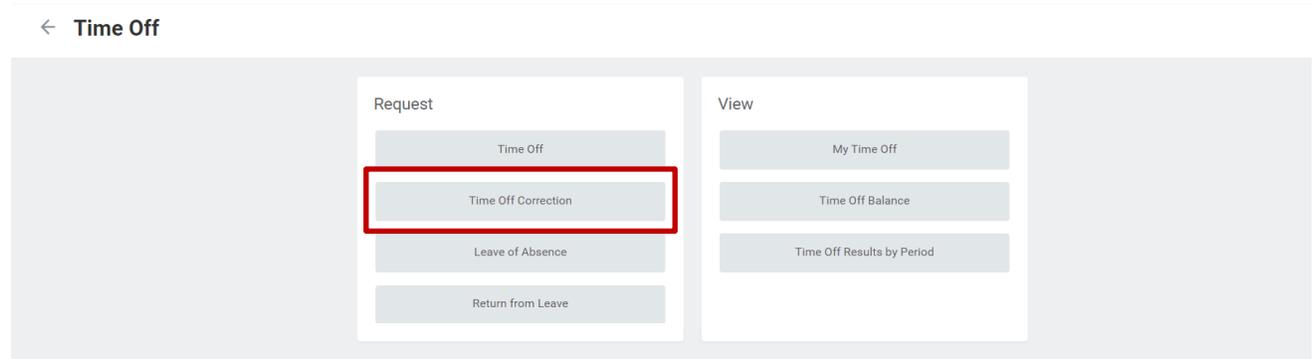
Type of Leave Request	Action To Take
Time Off requests <u>sent back</u> for corrections by your supervisor.	Check your My Task box. Look for actions with the language, “Sent back by...”. Refer to the <b>Access Items Sent Back for Corrections</b> job aid for detailed procedures.
Time Off Requests <u>denied</u> by your supervisor or other approver in Workday.	Start a new request. Refer to the <b>Request Time Off</b> job aid for detailed procedures.
Time Off Requests that <u>have been entered / submitted but not approved</u> (i.e., has a status of “Submitted”) in Workday.	<b>If entered through the Time Off Calendar</b> , cancel the entire request and then start a new request. <b>If entered on the timesheet</b> , correct the timesheet where the time off was entered.
Time Off Requests that have been submitted and approved.	If approved, make the corrections by using the Correct Time Off process.
Leave of Absence (LOA) requests (e.g., FMLA, Accident, Organ Donation, etc.) requested/applied for outside of Workday and approved by HR.	Contact your HR office to correct or cancel LOA requests.

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

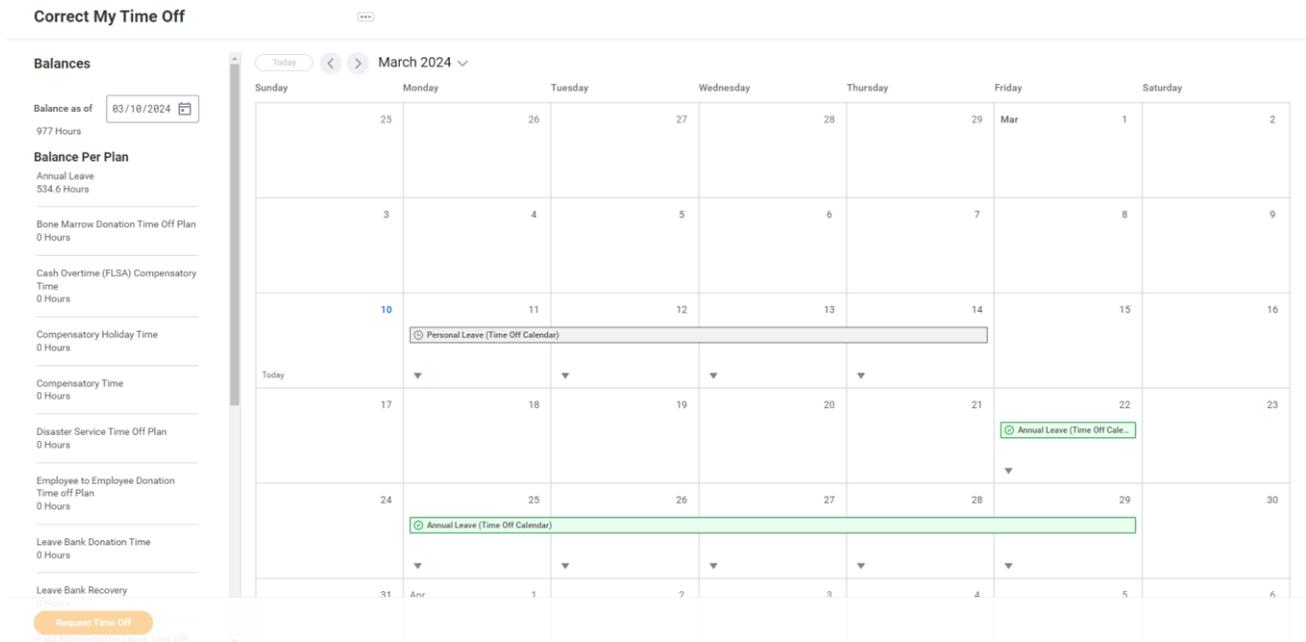
**Procedure:**



1. From the Home page, click the **Time Off** worklet.



2. In the Request section, click the **Time Off Correction** button.



3. Click the gray time block that needs to be corrected.



**Information:** The status of a Time Off request displays inside the time block as follows:

- Gray Clock = Unsubmitted
- Gray Check Mark = Submitted
- Green Check Mark = Approved
- Red Circle = Denied
- Yellow Exclamation Mark = Needs Actions



**Note:**

To correct a request that **has not** been approved (e.g., status is “submitted”), cancel the entire time off request and start a new one. Refer to the **Cancel a Time Off Request** job aid for details.

4. Make corrections using the procedures below:

To...	Do This...
Cancel one or more days...	<ol style="list-style-type: none"> <li>Click the checkbox on the row of the request (on the right)</li> <li>Change the Start and End Time of the request</li> </ol> <p><b>OR</b></p> Click the Remove Row button (minus sign) on the row of the request.

Correct Time Off

Total  
40 Hours

Monday, March 25, 2024 - Friday, March 29, 2024

Select All  1 selected

Correct 5 items

Date	Type	Start Time	End Time	Daily Quantity	Select
Monday, March 25, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours	<input checked="" type="checkbox"/>
Tuesday, March 26, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours	<input type="checkbox"/>
Wednesday, March 27, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours	<input type="checkbox"/>
Thursday, March 28, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours	<input type="checkbox"/>
Friday, March 29, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours	<input type="checkbox"/>

Type: Annual Leave (Time Off Calendar)

Start Time: 09:00 AM

End Time: 05:00 PM

Daily Quantity: 8

Unit of Time: Hours

Reason: x Vacation

Submit Cancel

Correct Time Off

Total  
40 Hours

Monday, March 25, 2024 - Friday, March 29, 2024

Select All  0 selected

Correct 5 items

Date	Type	Start Time	End Time	Daily Quantity
Monday, March 25, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours
Tuesday, March 26, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours
Wednesday, March 27, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours
Thursday, March 28, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours
Friday, March 29, 2024	Annual Leave (Time Off Calendar)	09:00:00 AM	05:00:00 PM	8 Hours

Type: (empty)

Daily Quantity: 0

Unit of Time: (empty)

Reason: (empty)

Comment:

> Details

Submit Cancel



5. Click the **Submit** button.



**Tip:**

- Use the **Cancel** button to cancel the corrections made on this page. You will be returned to the **Correct My Time Off** page.



**Correct My Time**

**Balances**

Balance as of 03/10/2024  
977 Hours

**Balance Per Plan**

- Annual Leave: 534.6 Hours
- Bone Marrow Donation Time Off Plan: 0 Hours
- Cash Overtime (FLSA) Compensatory Time: 0 Hours
- Compensatory Holiday Time: 0 Hours
- Compensatory Time: 0 Hours
- Disaster Service Time Off Plan: 0 Hours
- Employee to Employee Donation Time off Plan: 0 Hours
- Leave Bank Donation Time: 0 Hours
- Leave Bank Recovery: 0 Hours
- Paid Administrative Leave Time Off Plan: 0 Hours

Calendar view for March 2024:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	Mar 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
Personal Leave (Time Off Calendar)						
Today						
17	18	19	20	21	22	23
Annual Leave (Time Off Calendar)						
Submitted   Annual Leave (Time Off Calendar)   5 Hours   Monday, March 25, 2024						
Annual Leave (Time Off Calendar)						
31	Apr 1	2	3	4	5	6

Request Time Off

- 6. On the **Correct My time Off**, you will see your previously approved request now shows as submitted and will go to your manager to approve the change.
- 7. The System Task is complete.