

STAFF/FACULTY: TIME OFF CORRECTION

Once you submit a Time Off Request, you have two options to change it:

- Before Supervisor approves or denies your request -> Cancel Time Off Request
- After Supervisor approves your request -> Time Off Correction

Cancel Time Off Request (submitting as Time Off Request)

Before your supervisor approves/denies your Time Off Request, you have the ability to **Cancel** the request. This can be helpful if your plans change, or you submitted the request in error.

Follow these directions if the Time Off Request was submitted through the Request Time Off calendar (monthly view).

1. Go to your Workday Inbox. There are tabs for Actions, Notifications, and **Archive**. The Archive is a record of your actions in Workday.

Find your **Time Off Request** that you want to Cancel. Notice that the Overall Status is “In Progress” – meaning that your Supervisor has not approved/denied your request.

Click the **Cancel button** at the bottom of the screen.

The screenshot displays the Workday interface. At the top, there is a search bar and the user's name 'Cosmo Kramer'. Below this is the 'Inbox' section with tabs for 'Actions (0)', 'Notifications (10)', and 'Archive (15)'. The 'Archive' tab is selected. The main content area shows a 'View Event' for a 'Time Off Request: Cosmo Kramer'. The overall status is 'In Progress'. A table below shows the requested time off dates and types. At the bottom of the event view, there is a 'Cancel' button.

| Date | Day of the Week | Type | Requested | Unit of Time |
|------------|-----------------|----------|-----------|--------------|
| 06/17/2014 | Tuesday | Vacation | 7.5 | Hours |
| 06/18/2014 | Wednesday | Vacation | 7.5 | Hours |

- You will be prompted to enter a **comment** about your Cancel request. Type in an explanation, and press the green **Submit** button.

Cancel Business Process

Time Off Request: Cosmo Kramer

For: Cosmo Kramer

Overall Process: Time Off Request: Cosmo Kramer

Overall Status: In Progress

Due Date: 05/16/2014

Details

2 items

| Date | Day of the Week | Type | Requested | Unit of Time |
|------------|-----------------|----------|-----------|--------------|
| 06/17/2014 | Tuesday | Vacation | 7.5 | Hours |
| 06/18/2014 | Wednesday | Vacation | 7.5 | Hours |

I meant to submit this for different days. I'm cancelling this request, and will submit a new one.

[View Comments \(0\)](#)
[Process History](#)
[Related Links](#)

- Next is a confirmation screen, showing that your request has been cancelled. You can press the orange **Done** button to continue. *This Time Off Request is now removed from your Supervisors Workday Inbox.*

Event Cancelled

Time Off Request: Cosmo Kramer

Process Cancelled

[Details and Process](#)

- You can still see the Time Off Request in your Inbox – Archive, but now the **Overall Status** has changed to **Cancelled**.

Actions (0) Notifications (10) **Archive (15)**

From Last 30 Days (Newest)

Time Off Request: Cosmo Kramer
5 minute(s) ago - Cancelled

Time Entry: Cosmo Kramer - 37.5 hours
from 04/14/2014 to 04/20/2014
1 day(s) ago - Successfully Completed

Time Entry: Cosmo Kramer - 15.5 hours
from 05/12/2014 to 05/18/2014
1 day(s) ago - Successfully Completed

Time Entry: Cosmo Kramer - 0 hours
from 05/12/2014 to 05/18/2014
1 day(s) ago - Cancelled

View Event

Time Off Request: Cosmo Kramer

For: Cosmo Kramer

Overall Process: Time Off Request: Cosmo Kramer

Overall Status: Cancelled

Due Date: 05/16/2014

[Details](#) [Process](#)

2 items

| Date | Day of the Week | Type | Requested | Unit of Time |
|------------|-----------------|----------|-----------|--------------|
| 06/17/2014 | Tuesday | Vacation | 7.5 | Hours |
| 06/18/2014 | Wednesday | Vacation | 7.5 | Hours |

Cancel Time Off Request (submitting as Time Entry – **Non-Exempt Only**)

Before your supervisor approves/denies your Time Off Request, you have the ability to **Cancel** the request. This can be helpful if your plans change, or you submitted the request in error.

Follow these directions if the Time Off Request was submitted through your weekly Time Entry Calendar.

1. Go to your weekly Time Entry calendar. You can access by going to All About Me -> Time -> Enter Time. Find the Time Off Request time block that you want to delete. Click on the name.

Enter Time
Cosmo Kramer
Regular Hours: 22.5
Overtime: 0
Holiday: 0

22.5
Total Hours

Apr 07 – 13, 2014

| 2014 | Mon 04/07 | Tue 04/08 | Wed 04/09 | Thu 04/10 | Fri 04/11 | Sat 04/12 | Sun 04/13 |
|------|-----------------------|------------------------|--------------------|------------------|------------------|------------------|------------------|
| | Hours Entered: 7.5 | Hours Entered: 7.5 | Hours Entered: 7.5 | Hours Entered: 0 | Hours Entered: 0 | Hours Entered: 0 | Hours Entered: 0 |
| | Vacation 7.5 Hours | Time W... 7.5 Hours | Sick 7.5 Hours | | | | |

2. Press the grey **Delete** button.

Enter Time
04/09/2014

Time Type * Sick
Unit Hours
Quantity * 7.5

Details
Comment

OK Delete Cancel

3. Next press the green **Delete** button to confirm. The time block will be removed from your supervisor's approval screen.

Delete Time Block

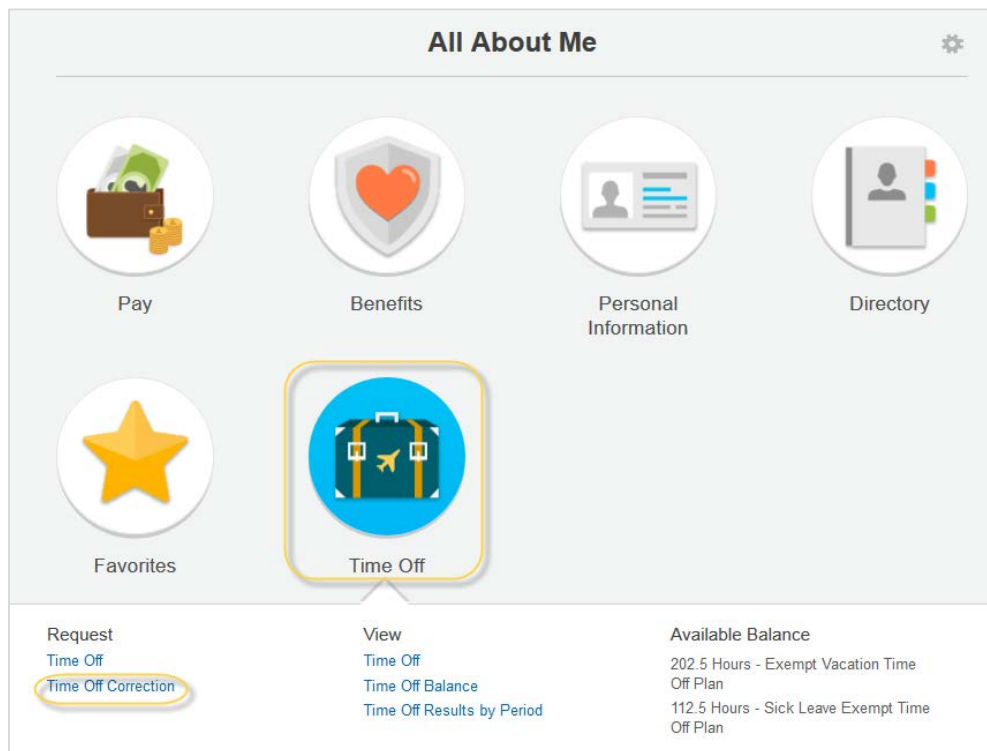
Do you want to delete this time block?

Delete Cancel

Time Off Correction

After your supervisor approves your Time Off Request, you have the ability to **Correct** the request. This can be helpful if your plans change, or you submitted the request in error.

1. From your **All About Me** screen in Workday, click on your **Time Off** worklet. Under Request, choose **Time Off Correction**.



2. You will now be in a screen that lists all of your *approved* Time Off Requests. Find the request you want to change, and enter the new number of hours in the **Correction to Requested** field.

If you change a request to 0 hours, the date will disappear from your Time Off Request Calendar.

Correct My Time Off
George Costanza ...

Correct Time Off
To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

50 items

| Date | Day of the Week | Type | Previously Requested | Correction to Requested | Unit of Time | Comment |
|------------|-----------------|----------|----------------------|-------------------------|--------------|---------|
| 10/17/2014 | Friday | Vacation | 7.5 | 0 | Hours | |
| 10/16/2014 | Thursday | Vacation | 7.5 | 7.5 | Hours | |

3. Enter a **Comment** that explains why you are changing the amount. This note will go to your Supervisor. Your supervisor will approve/deny the change.

Correct My Time Off

George Costanza ...

Correct Time Off

To correct a previously approved time off entry, update the Correction to Requested with the correct total time off.

50 items

| Type | Previously Requested | Correction to Requested | Unit of Time | Comment |
|----------|----------------------|----------------------------------|--------------|--|
| Vacation | 7.5 | <input type="text" value="0"/> | Hours | <input type="text" value="I decided not to take this day off."/> |
| Vacation | 7.5 | <input type="text" value="7.5"/> | Hours | |


4. Scroll down the bottom of the screen and press the green **Submit** button.




5. You will now see a confirmation page showing that your Time Off Correction Request went to your supervisor for approval.

You have submitted
Time Off Correction: George Costanza ...

Up Next

 Elaine Benes
Approval by Manager
Due Date 05/16/2014

 **Details and Process**

Done