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.

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

3. 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.*

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

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.

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

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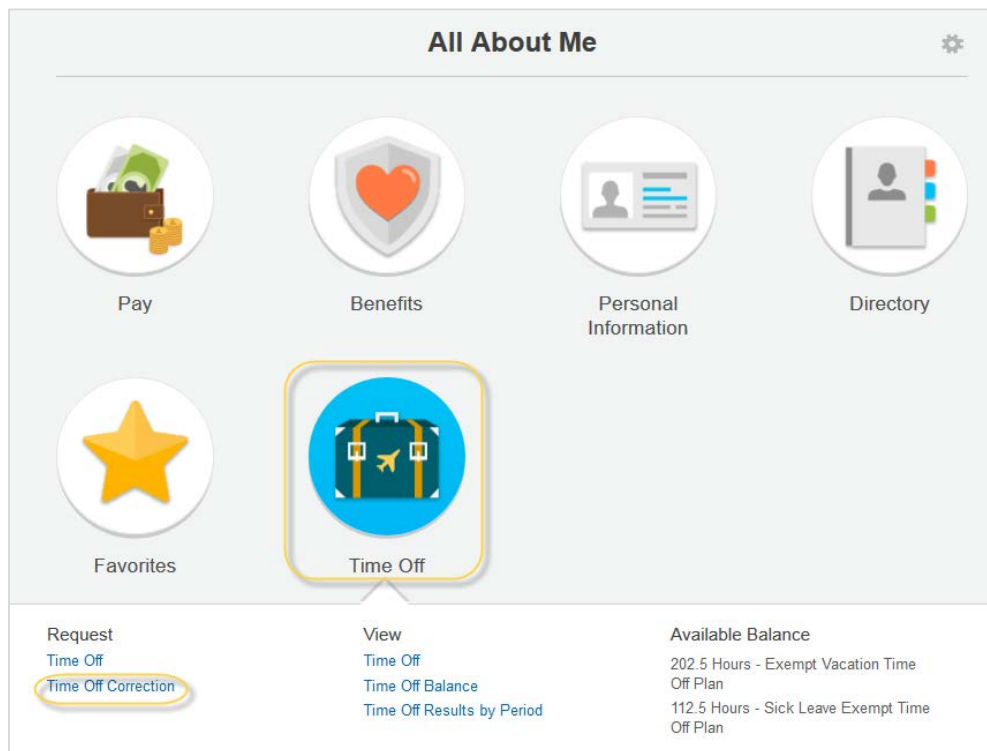
Time Off Correction

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.

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.

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.