STAFF SUPERVISOR: REVIEW AND APPROVE TIME OFF FOR EXEMPT EMPLOYEES

1. **Time Off Requests** will be in your **Workday Inbox.** To access your Inbox, click on the **Inbox icon** in the top right corner of your Workday screen. Click on the **View Inbox** link to view the full screen Workday Inbox.

	Elaine Benes
Actions (2)	Notifications (0)
Time Off Request: 2 minute(s) ago - Due 05/01	George Costanza /2014; Effective 04/15/2014
Time Off Request: 17 hour(s) ago - Due 04/30/	George Costanza 2014: Effective 04/08/2014

2. Each **Time Off Request** will show you the dates requested and number of hours requested.

Workday will not allow an employee to make a request that is greater than their balance as of the date of the time off.

Press the green **Approve** button to approve.

If you are denying or sending back the request to your worker, you are required to enter a comment. Please explain to the worker why the request needs to be edited, or why it cannot be accommodated.

Actions (2) Notifications (0) Archive (1) Viewing: All (Newest) • •		Review Time Off F	•••	\$		
Time Off Request: George Costanza 1 minute(s) ago - Due 05/01/2014; Effective 04/15/2014 Time Off Request: George Costanza 17 hour(s) ago - Due 04/30/2014; Effective 04/08/2014		For Overall Process Overall Status Due Date Details to Re	George Costanza Time Off Request: Ge In Progress 04/30/2014 view	orge Costanza		
		4 items Date	Day of the Week	Туре	Requested	Unit of Time
		04/08/2014	Tuesday	Vacation	7.5	Hours
	5	04/09/2014	Wednesday	Vacation	7.5	Hours
	+	04/10/2014	Thursday	Vacation	7.5	Hours
		04/11/2014	Friday	Vacation	7.5	Hours
		enter	your comment	Deny Send Ba	ick Canc	View Comme Process Histo Related Links

3. After approving the time, any remaining Time Off Requests approval will be in your **Inbox** and listed in the **Others Awaiting My Action** section. Select either link and complete additional review and approval tasks as indicated in the previous steps.

Inbox						
Actions (1)	Notifications (0)	Archive (2)				
Viewing: All	(Ne	west) 🗱 🔻	Success! En	vent approved est: George Costanza		XII C
Time Off Req 1 minute(s) ago - D Time Off Requ 17 hour(s) ago - Du	uest: George Co ue 05/01/2014; Effective uest: George Costa e 04/30/2014; Effective 0	stanza 04/15/2014 Inza 4/08/2014	Proc	ess Successfully Completed	Others Awaiting My Action Time Off Request George Costanza	
			Obtails and	l Process		
			Done			

4. To view your team's Time Off and Leave, go to the main menu and click on **My Team**.



 Click on Team Time Off, and under View, click on Time Off and Leave Calendar. This will give you a weekly view of any time off that you team has. To see a list instead of a calendar, view All Time Off (all submitted) or Approved Time Off (all approved).

