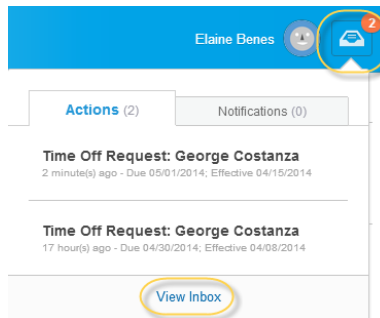


STAFF SUPERVISOR: REVIEW AND APPROVE TIME OFF FOR EXEMPT EMPLOYEES

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.

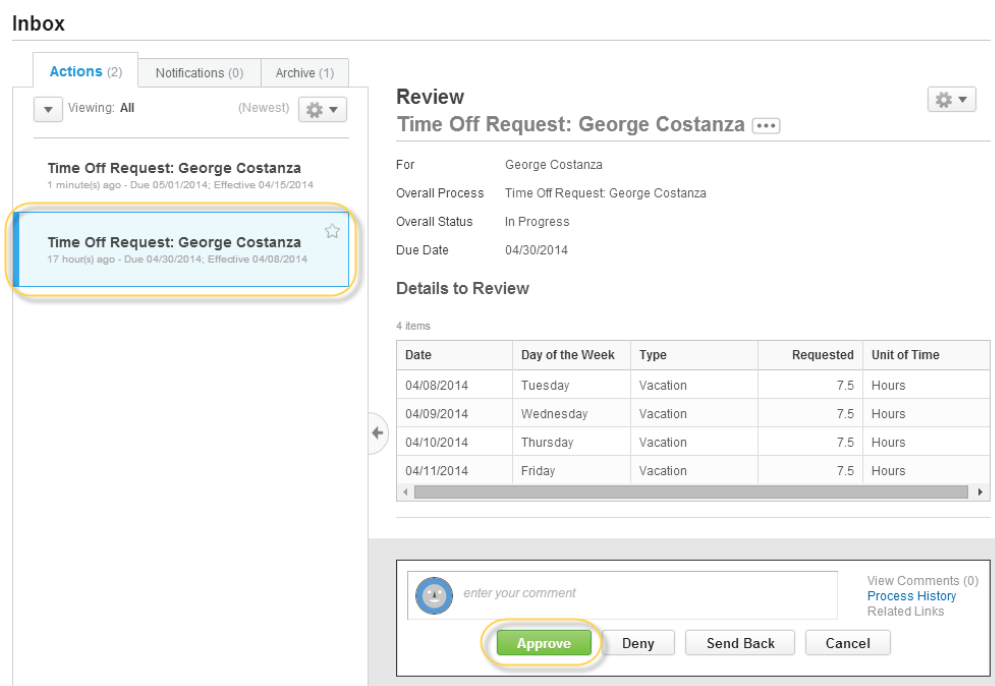


2. Each **Time Off Request** will show you the dates requested and number of hours requested.

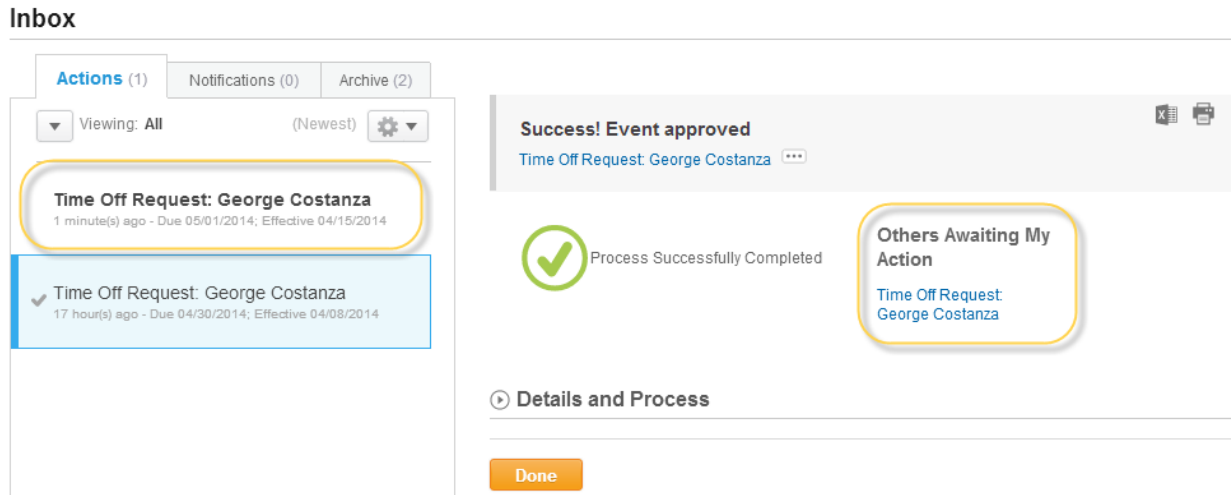
Workday will not allow an employee to make a request that is greater than their balance as of the date of the time off.

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

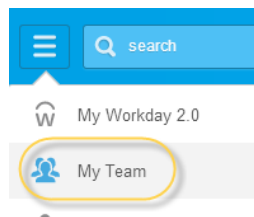
If you are denying or sending back the request to your worker, you are required to enter a comment. Please explain to the worker why the request needs to be edited, or why it cannot be accommodated.



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.



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



5. 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).

